

The TUM School of Management is looking to strengthen our Executive Education Team with a:

## Program Manager Executive Education – to develop a Young Professionals program at the interface of Management & Technology

To start as soon as possible in a full-time (or negotiated part-time) role with a two-year fixed term contract in Munich or Heilbronn.

### Who we are:

TUM School of Management, part of the Technical University of Munich, engages in teaching and research at the interface of management and modern technology. Awarded the prestigious Triple Crown status – accreditation by the AMBA, AACSB and EQUIS – TUM School of Management meets numerous quality criteria, including highly qualified teaching staff, an international teaching approach, close interaction with business, and a strong commitment to ethics and sustainability. The Executive Education Center (EEC) at TUM School of Management offers a wide range of continuing education opportunities for everyone from young professionals to experienced leaders.

### Key responsibilities of the role include:

- Supporting and coordinating the development of a Young Professional program at the interface of Management & Technology based on research findings and in collaboration with the Academic Program Director as well as other faculty members.
- Advising and supporting potential clients and companies through the decision-making process by telephone, email, and through face-to-face or virtual meetings.
- Developing and running online and on campus events to attract international professionals to our programs.
- Planning and organizing programs for young professionals delivered in English including the communication with students, faculty members as well as the collaboration with business partners.
- Evaluating initiatives using scientific criteria and developing recommendations for developing our further education programs.
- Leading project teams and reporting to regular team meetings.

### What we are looking for from you:

- A university degree (gladly with a strong link to Information Technology and/or Management Science).
- Several years of professional experience in the fields of educational design and/or HR development and/or project management.
- A high affinity for technological trends as well as the curiosity and willingness to expand your knowledge on new technologies like AI, machine learning or virtual reality, and ways to educate on those.

- The ability to network, collaborate and build relationships with people from various backgrounds in a fast and authentic manner.
- A professional and creative approach to work and the ability to function both independently and in a team, showing initiative.
- Excellent project management skills and the ability to motivate a wide variety of stakeholders.
- Excellent English and German skills, both written and spoken.
- Solid IT skills and experience working with CRM systems or the readiness to learn the strings.
- Readiness to travel from time to time (between locations of TUM and beyond)
- A passion for education.

### **What we can offer you:**

- An independently led role with an exciting mix of responsibilities, challenges and tasks.
- As part of the Technical University of Munich, we offer tailored learning and development opportunities, and a fantastic benefits package. Including access to sports' facilities, language courses, diverse team events and an array of discounts.
- An attractive starting salary based on the German public sector scale: TV-L 13 (dependent upon qualification).
- Flexible working arrangements available with agreement of the team, to take account of private and family life. Including the chance to work from home.
- A delightful office situated in the heart of Munich or the heart of the Bildungscampus in Heilbronn.
- A fantastic work environment and a leadership team that will put trust in your abilities, as well as strive to develop you both personally and professionally within our institution.

### **Your Application:**

Those applicants who have a severe disability will receive a special advantage when their qualifications and suitability to the role match that of other applicants. In the same vein, we at the Technical University are committed to gender equality and equal opportunities for women. Such applications will be warmly welcomed.

### **Are you interested?**

Please email us your completed application at the latest by **28.02.2020** to: [bewerbungen@wi.tum.de](mailto:bewerbungen@wi.tum.de)