



The Association of Women and Gender Research Institutes at Berlin Universities (afg) is setting up a business office.

Employee with university degree for the afg office - salary grade E13 TV-L Berliner Hochschulen

part-time employment may be possible.

The position is located at the TU Berlin, the place of the first speaker of the afg, Prof. Sabine Hark.

The Association of Women and Gender Research Institutes at Berlin Universities (afg) is a gender research network. The afg is committed to the sustainable promotion and anchoring of gender research at Berlin's universities.

The office for coordination and administration professionalises and supports the work of afg as an intermediary between universities and between science and politics. It bundles the results of the Berlin gender research, provides expert knowledge and coordinates the afg network.

Zentrum für Interdisziplinäre Frauen- und Geschlechterforschung

Reference number: ZIFG-311/18 (starting at the earliest possible / limited until 31/12/2019 / closing date for applications 29/06/18)

Working field: Task areas in Detail

Establishment of a cross-university research network of gender research in Berlin:

- a) Establishment and maintenance of a central research database of the Berlin gender research
- b) Coordination of and participation in cross-university research projects
- c) Organization of inter-university events on relevant research topics

Support for teaching related to gender and diversity issues at Berlin universities and universities:

- a) Establishment and coordination of a competence network teaching
- b) Support and participation in projects to improve gender and diversity-aware teaching
- c) Organization of inter-university events on teaching in gender research

Mediation between science and politics:

- a) preparation of an expert database for policy-relevant questions
- b) Policy advice by creating relevant dossiers and expert information
- c) organization of cooperation events with representatives of politics and science with regard to relevant policy areas
- d) Public relations (print and online)

Organization of afg as a network of Berlin universities:

- a) Organization of the meetings of the afg
- b) preparation and follow-up of the meetings
- c) Further development and maintenance of the afg website

Requirements:

- Successfully completed university degree (Diplom, Master or equivalent) in a specialized subject area
- Professional experience in the field of Higher Education management and / or equality policy at universities and / or in political consulting, very good knowledge of the Berlin university landscape
- Well-founded theoretical and empirical knowledge in the field of gender research
- Excellent verbal and written expression in German and English
- Very good knowledge and practical experience in dealing with modern information systems, including content management systems, e.g. Typo3
- Solid experience in organizing events and public relations
- Strong team and dialogue skills, initiative and solution orientation

Please send your **written** application with the **reference number** and the usual documents to Technische Universität Berlin - Der Präsident - **Zentrum für Interdisziplinäre Frauen- und Geschlechterforschung, Frau Prof. Dr. Hark, Sekr. MAR 2-4, Marchstrasse 23, 10587 Berlin.**

To ensure equal opportunities between women and men, applications by women with the required qualifications are explicitly desired.

Qualified individuals with disabilities will be favored. The TU Berlin values the diversity of its members and is committed to the goals of equal opportunities.

Please send copies only. Original documents will not be returned.



The vacancy is also available on the internet at
<http://www.personalabteilung.tu-berlin.de/menue/jobs/>