

We currently have an opening for a

HiWi position in the office of the SimTech Management Team (m/f/x)

for up to 10 hrs/week.

We highly encourage applications from underrepresented groups, explicitly (but not exclusively) first-generation students, women, immigrants, parents, POC, LGBT*IQ.

The HiWi position is closely linked to the SimTech management team – especially SimTech's Graduate Academy. We are seeking assistance, tasks will be assigned accordingly. Special focus will be given to the SimTech Graduate Academy and the Equality and Diversity Management. Depending on your areas of interest, you can gain insight into curriculum development as well as strategic development of diversity and social equity work in the STEM (Science, Technology, Engineering, and Mathematics) area.

Your tasks:

- Management of files and archive material
- Prepare material and data for meetings and reports
- Assist in conducting general office tasks such as digital/document archiving or searching for documents/materials/data to support each management team member in her/his area
- Develop and improve content for website and social media (particularly Graduate School and Social Equity); preparing them for public release
- Assist in organization, implementation and documentation of SimTech events (e.g. workshops, seminars)

Your qualifications:

If you

- are studying in Stuttgart
- have an interest in education and social equity matters
- like to pay attention to detail
- enjoy working in a team while working independently is not a problem and
- are fluent in English and (ideally) German
- have experience in working with MS Office

We want to get to know you!

This is what we offer:

If you work with us,

- you will enter into a team of motivated and supportive colleagues
- you will work in the dynamic environment of the management team in the Cluster of Excellence SimTech and get insights of the largest research alliance at the university
- you will gain first-hand experience in the opportunities and challenges of diversity management

Please submit your application (curriculum vitae and a short motivation letter) in **one single pdf file** via e-mail to jobs@simtech.uni-stuttgart.de. The position will be filled as soon as possible. If you have any questions, do not hesitate to contact Katharina Fuch (katharina.fuchs@simtech.uni-stuttgart.de) Almut Meyer zu Schwabedissen (Almut.meyer-zu-schwabedissen@simtech.uni-stuttgart.de).

The Cluster of Excellence “Data-Integrated Simulation Science” (EXC 2075) is an interdisciplinary research center with more than 200 scientists performing research towards a common goal: We target a new class of modeling and computational methods based on available data from various sources to take the usability, precision, and reliability of simulations to a new level.

Information on how we handle applicant data in accordance with Article 13 of the EU General Data Protection Regulation can be found at <https://www.uni-stuttgart.de/en/privacy-notice/job-application/>.

The University of Stuttgart is committed to increasing its female-to-male staff ratio. Female candidates are therefore specifically invited to apply. Where qualifications are equal, persons with a severe disability will be given preference. As an employer, the University seeks to support the development of all its employees and helps them fulfil their individual potential. It advocates a good work/life balance and equal opportunities. The University of Stuttgart is a recognized “family-friendly employer” and a signatory to the Diversity Charter (“Charta der Vielfalt”) created by German organizations to promote diversity in business and society.