Team Assistant at the Professorship for Intelligent Speech Systems (m/f/d)

Technische Fakultät, Erlangen, TV-L E 8, Part time, Temporary employment: 12 months, Bewerbungsschluss: 19.02.2026

Your Workplace

The professorship for Intelligent Speech Systems is part of the Department of Computer Science at the Faculty of Engineering. The professorship's research focus lies in the areas Natural Language Processing, Machine Learning, Computational Linguistics and Large Language Models.

Job Benefits

- Regular promotion to the next level and increase in salary pursuant to the collective bargaining agreement for the public service of the German Länder (TV-L) or remuneration pursuant to the Bavarian Public Servants Remuneration Act (BayBesG) plus an additional annual bonus
- 30 days annual leave at five working days per week with additional free days on December 24 and 31
- Flexible working hours and models and the possibility to take time off in lieu
- Occupational pension scheme and asset accumulation savings scheme
- Family-friendly environment with childcare options, also during school holidays

Description

- Independent financial administration and ongoing monitoring of professorship budgets as well as third-party funded research projects
- Comprehensive office and administrative management, including
    - written correspondence in English and German
    - appointment coordination and scheduling
    - organisation of business travel and preparation of travel expense claims
    - co-organisation of academic events
    - room and resource management
    - internal and external communication
- Maintenance and administration of data in university systems (e.g. Campus Management System (Campo), Learning Management and E-Learning Platform (StudOn), University Information System (Course and Directory Management System) (UnivIS), Current Research Information System (CRIS) and upkeep of the professorship's website
- Personnel administration, including support in staff-related processes

Qualifications

- Completed vocational training as an Administrative Assistant, Office Management Assistant or a comparable qualification, ideally with initial relevant professional experience
- Sound general knowledge in finance, accounting, controlling and project management
- Basic knowledge of personnel administration processes
- Solid understanding of office management, organisation and administrative workflows
- Experience with FAU IT systems (e.g. Higher Education Information System – Financial and Student Administration (HIS-FSV), Campus Management System (campo), Learning Management and E-Learning Platform (StudOn), Document Management System (d3.One), Bavarian Research Management System (BayRMS) is desirable
- Experience in the administration and controlling of third-party funded research projects in a university or research environment is an advantage
- Confident command of MS-Office applications (Word, Excel, PowerPoint)
- Very good German and English language skills (at least C1 level)
- Openness to interdisciplinary and team-oriented collaboration
- Confident, friendly, and professional demeanour
- High level of initiative, reliability, and an independent working style
- Strong organisational, communication, and coordination skills
- Enjoyment of working with and supporting students

Supplementary description

Bei entsprechender Eignung ist im Anschluss eine unbefristete Weiterbeschäftigung vorgesehen.

Interessiert?

Die vollständige Stellenausschreibung sowie alle Infos zum Bewerbungsverfahren finden Sie hier: