

**STUDENT AFFAIRS AND CONTINUING EDUCATION – INTERNATIONAL OFFICE****Job description****Director, Saxon Science Liaison Office – India**

The Saxon Science Liaison Office – India based in Chennai is a joint organization of Saxony's universities for the promotion of international scientific cooperation, academic exchange and career opportunities. The office represents major institutions of higher education in Saxony and is coordinated by TUD | Dresden University of Technology (TUD). The Liaison Office offers a full-time position (40 hrs. per week) as Director.

**Work profile:**

- Inform about and promotion of higher education, research, work training programs, work and career opportunities and funding programs through individual appointments, information sessions, web sessions, academic outreach, fairs, expos, seminars etc. after consultation with and approval from TUD
- Support recruitment of students for a variety of degree programs
- Represent Saxony's universities at recruitment events, education fairs, and meetings with other Indo-German organizations
- Work closely with universities, companies and organizations both in India and Germany to create synergies
- Analyze and report on developments of higher education and research market in the region
- Support Saxony's alumni activities in the region
- Contribute to publications, marketing materials and the online communication of the regional office
- Report regularly on the office's activities
- Carry out administrative tasks for running the office

**Requirements:**

- Completed university degree (at least a Master's)
- Knowledge of the German higher education system, academic programmes, admission policies
- Proficiency in one of the Indian languages is advantageous.
- Excellent command of English (C1 and above)
- Knowledge of German is a plus
- MS Office skills (MS Word, MS Excel, and MS PowerPoint)
- Excellent organizational skills, intercultural competence, commitment and resilience
- Excellent written and oral communication skills
- Work experience in the cultural or educational sector

**Date of joining:**

1<sup>st</sup> July 2024

**Workstation:**

Chennai, India.

**Application:**

Please submit cover letter, resumé, copies of university degrees, proof of language competencies and three reference letters

Application Deadline: 11<sup>th</sup> May, 2024

Shortlisted candidates will be contacted for an interview. Interviews are planned 3<sup>rd</sup> week of May, 2024 in Chennai.

**About the Company:**

TUD Dresden University of Technology (TUD) is both one of Germany's largest technical universities and one of Germany's eleven Universities of Excellence. With 17 faculties organized under the roofs of five schools, TUD offers a full range of academic disciplines and research areas with a strong focus on Health Sciences, Biomedicine and Bioengineering, Smart Materials and Structures, Energy, Mobility and Environment, and Culture and Societal Change. An important factor for TU Dresden's outstanding research performance is its close collaboration with local non-university research institutions and researching culture institutions, which are strongly represented throughout Dresden. With the DRESDEN concept research alliance, TU Dresden has created a unique setting to utilize synergies in research, teaching, infrastructure and administration while, at the same time, increasing the visibility of Dresden-based research excellence.

Link: [https://tu-dresden.de/?set\\_language=en#](https://tu-dresden.de/?set_language=en#)

For more information, please reach out to [chaitra.dole@indo-german.com](mailto:chaitra.dole@indo-german.com)