

University College Freiburg is seeking to hire a Student IT Assistant (min. pay acc. to TV-L “Entgeltgruppe” 5)

Join our team! We invite applications for the position of a student IT assistant at University College Freiburg (UCF) at ca. 30 hours / month, starting approx. March / April 2024.

Responsibilities include:

- General IT troubleshooting and maintenance of job desk tickets
- Support for ca. 35 server-based Win10 PCs and notebooks
- Hardware and software maintenance including device management
- Administration of an active directory and group management
- Maintenance and further development of IT and IT documentation at UCF

Candidates should have:

- Minimum 2 semesters of studies in a Bachelor program
- Very good IT proficiency and problem-solving (MS Windows, Office)
- Experience with the installation, configuration, maintenance of hard- and software
- Further IT proficiencies are an advantage, e.g. with
 - Active directory / domain services
 - IT at the University of Freiburg
 - HTML / CSS / JS
 - Databases (Access, MySQL)
 - Networking, including DHCP server
 - Central deployment tools (MDT)
- Good German and English proficiency as well as efficient communication skills

You will be working with a second IT assistant and a supportive admin team at UCF as well as with IT experts and units at the University Rechenzentrum.

In a first stage, the contract will run until 31.03.2025 with extension possibility.

For more information about UCF, visit www.ucf.uni-freiburg.de. For more information about the position, contact Paul Sterzel (sterzel@ucf.uni-freiburg.de).

Please send your application including cover letter, C.V., transcript of records as a single PDF to Paul Sterzel (sterzel@ucf.uni-freiburg.de) by 18.12.2023. We will hold interviews with selected candidates early January.