

TU Berlin Summer & Winter School, TUB/CO GmbH



TU Berlin Summer & Winter School invites international participants to experience Berlin during the summer or winter with our intensive academic programs. The TU Berlin Summer & Winter School is carried out by the TUB/CO GmbH on behalf of the TU Berlin (Technische Universität Berlin).

TU Berlin Winter School - Seeking Student Assistants for Winter 2026

Work with students from around the world!

City: Berlin; Starting date (earliest): 06/01/26; Duration: 1 month (January 2025);
Remuneration: 14.50€ per hour; Closing date: 27/10/25

Working field

The TU Berlin Winter School is looking for student assistants for the period of 6 January to 30 January 2026 to support international students and to accompany them on our extensive cultural program.

Key responsibilities:

- Support the running of the TU Berlin Summer & Winter School, primarily the delivery of cultural activities by coordinating and accompanying participants on excursions (museum visits, sporting activities, day trips etc.);
- Support student welcome and farewell days by greeting and registering students, undertaking warm-up activities, leading campus tours and showing students to classrooms at the TU Berlin
- Engaging with participants (international students) during cultural events, introducing them to Berlin and answering enquiries as needed
- Providing administrative support to the TU Berlin Summer & Winter School Team at its office on campus including: preparation of welcome bags and welcome events, general event assistance, responding to international student enquiries and other administrative tasks as required

Requirements

- Strong interpersonal skills and the ability to communicate effectively with people from diverse backgrounds
- Flexibility and the capacity to work well under pressure
- An understanding of customer service and willingness to work quickly to solve problems
- Interest in intercultural relationships and communication
- Excellent German and English language skills (minimum level C1)
- Availability to attend a half-day orientation session and to assist with preparations for the summer school welcome event, as needed
- Applicants must be currently enrolled at a German university to be eligible

- Applicants must be available during the time frame (January 2026) for at least 2 afternoons per week and 1-2 weekend excursions

What we offer

- The role will commence in January 2026
- Pay is based on the standard conditions of a Student Assistant position and is set at €14.50 an hour, for a fixed, short-term contract
- Hours are flexible, but in general offered at around 5 -15 hours a week

Application

Please send applications (motivation letter and CV in a single PDF) to Lydia Ziebell by 27 October 2025 at: summerwinterschool@tub.co

More information at <https://stellenticket.de/198706/TUB/>
Offer visible until 15/11/25

