

Internship at the CIH Office & Tropical Institute

(m/f/d)

Institut und Poliklinik für Arbeits- Sozial- und Umweltmedizin

The Hospital of the University of Munich, Germany, is one of the largest and most competitive university hospitals in Germany and Europe. 48 specialized hospitals, departments and institutions harbouring excellent research and education provide patient care at the highest medical level with around 11.000 employees.

WORKPLACE	Campus Innenstadt	DATE OF ENTRY	01.09.2026
WORKING HOURS	Full time/Part time	APPLICATION DEADLINE	15.05.2026
INSTITUTION	Institut und Poliklinik für Arbeits- Sozial- und Umweltmedizin	REFERENCE NUMBER	2026-K-0159
DEPARTMENT	Kommunikation und Verwaltung		

Scope of duties

The intern will support the CIH Office and the CIH Teaching and Training Unit at the Tropical Institute in administrative, organizational, and communication-related tasks.

Key responsibilities include:

- Supporting financial administration (budget overview and expense tracking)
- Assisting in the administration of scholarship programs, including support in the selection process and reviewing scholarship holder reports
- Organizing and coordinating online and offline events (e.g. workshops, webinars, symposia) and supporting the preparation of international academic events
- Supervising and administering international participants and speakers within training programs
- Preparing, administering and analyzing alumni and candidate surveys
- Managing and contributing to social media channels (Instagram, LinkedIn, Facebook)
- Creating and distributing the CIH newsletter
- Supporting general office tasks like documentation, filing and preparatory reporting

Our requirements

- Strong IT skills (MS Office, especially Excel)
- Strong graphic design skills using online tools like Canva
- Affinity for social media
- C1-level German skills, minimum B2-level English skills
- Supporting the establishment of the new website and maintaining it with updated content
- Tracking media mentions, website traffic and social media engagement
- Producing videos, infographics and other multimedia content
- Creativity, precision and an eye for detail
- Ability and eagerness to integrate into an international team
- Student status at least until and including winter semester 2025/26

Our offer

- We offer you a position in the heart of Munich with very good public transport connections and the option of mobile working (on a partial basis).
- You will work in an interesting range of tasks in a dynamic, interdisciplinary and international team.
- Flexible working hours are also provided.
- You have the opportunity to gain hands-on insight into the management and coordination of international projects in a university setting, with a particular focus on global and international health.
- Remuneration is based on the Collective Agreement for the Public Sector of the Länder (TV-L) including all allowances customary in the public sector.

Offers and services of the employer

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|  Further education and training |  Job ticket |
|  Company pension scheme |  Discounts |
|  Childcare services |  Staff accommodation (if available) |
|  Mobile work (if suitable) | |

Mrs. Perdomo Marquez, Isabel

 089 4400 52486

Application format

Please use the Online-Form for your application

<http://www.lmu-klinikum.de/eb3f8117a8fb1be7>

Disabled persons will be preferentially considered in case of equal qualification. Presentation costs cannot be refunded.

Please note that we cannot reimburse travel expenses incurred through interviews.

We ask you for your understanding that postal applications will not be returned, but will be destroyed in accordance with data protection regulations. The data usage information also applies to postal applications