



The G3-21 Personalabteilung of the University Medical Centre Göttingen is looking for a new position for the earliest start date

studentische Hilfskraft (w/m/d) im Bereich Personal

part time, 10 hours per week, befristet für 1 Jahr mit der Option auf Verlängerung

Your tasks

- Unterstützung vorbereitender Arbeiten bei eingehenden Einstellungs- /Verlängerungsanträgen
- Unterstützung des Stammpersonals in der Bearbeitung personalrechtlicher Maßnahmen
- Kennenlernen des breiten Aufgabenspektrums in der Personalarbeit

Your qualifications

- Studiengang Rechtswissenschaften, Betriebswirtschaftslehre, Public Management, o. ä.
- Begeisterung für Personalthemen
- idealerweise EDV-Kenntnisse (Office)
- ausgeprägte kommunikative Fähigkeiten
- aufgeschlossen und dienstleistungsorientiert

We offer

- interessante und abwechslungsreiche Aufgaben im Personalwesen der größten Arbeitgeberin der Region Göttingen mit vielfältigen Möglichkeiten
- ein kollegiales, teamorientiertes Umfeld
- Gesundheit und Sport gefördert durch ein ausgezeichnetes betriebliches Gesundheitsmanagement

We look forward to receiving your application!

The University Medical Center Göttingen (UMG) unites the Medical Faculty of Georg-August University and the University Hospital in an integration model. With over 9,700 employees, the UMG and its subsidiaries are one of the largest employers in the region. More than 60 clinics, institutes and departments stand for high-quality patient care, excellent research and modern teaching.

Göttingen as a city of science is located in the center of Germany and the University Medical Center Göttingen is integrated into an attractive network of university and non-university scientific institutions.

Our goal as University Medical Center Göttingen is professional equality for all genders. We strive to equalize the gender ratio in areas where there is underrepresentation. The University Medical Center Göttingen is particularly committed to the professional participation of severely disabled people and therefore welcomes applications from severely disabled people. In the case of equal suitability, applications from severely disabled persons will be given preferential consideration in accordance with the relevant regulations. We kindly ask you to indicate a disability/equal status in your letter of application in order to safeguard your interests.

Our goal as University Medical Center Göttingen is professional equality for all genders. We strive to equalize the gender ratio in areas where there is underrepresentation. The University Medical Center Göttingen is particularly committed to the professional participation of severely disabled people and therefore welcomes applications from severely disabled people. In the case of equal suitability, applications from severely disabled persons will be given preferential consideration in accordance with the relevant regulations. We kindly ask you to indicate a disability/equal status in your letter of application in order to safeguard your interests.

Apply Now

Universitätsmedizin Göttingen
G3-21 Personalabteilung
Doctor Sebastian Schulten
Geschäftsbereichsleitung Personal
Robert-Koch-Straße 40
37075 Göttingen
0551/39-63151
<https://www.umg.eu/>

