How to find a student job

Anke Graf
TUM Alumni & Career
Working during your Studies
Working during your Studies

→ know your status and rights!

EU students vs. Non-EU (international) students

Mandatory work vs. voluntary work of any kind (& volunteering)

Types of Jobs
• Mini-Jobs
• Werkstudenten Jobs (working student positions)
• Internships
• Working at university: Hiwi (Hilfswissenschaftler) and Wihi (Wissenschaftliche Hilfskraft) positions
Finding Vacancies

- Company Websites

- Online Jobboards
  - TUM Job & Internship Portal: www.tum.de/jobboerse
  - General Jobboards (e.g. www.stepstone.com; www.experteer.de, www.monster.de)
  - Meta Search Engines (e.g. www.jobrobot.de; www.indeed.de)
  - Portals of Foundations and Organisations (e.g. www.make-it-in-Germany.de)

- Employment Center (Bundesagentur für Arbeit)
  www.arbeitsagentur.de/en

- Job Ads in the Newspaper or in Industry Journals
  Frankfurter Allgemeine; Süddeutsche Zeitung; ZEIT

- Online Business Networks
  www.xing.de; www.kununu.com

- Career Fairs, Recruiting Days
  www.ikom.tum.de
The Application Process

• Gather information
  Where are vacancies published? How does application process work?

• Allow for sufficient time to prepare your documents
  Have professional photo taken, have your CV checked

• Apply professionally
  German application documents include a CV, cover letter and copies of academic and work certificates (Arbeitszeugnisse)

• Prepare for interviews and all subsequent steps

The application process in Germany is very formal and standardized – even for internships and part-time positions.
To-Dos for your first semester at TUM

✔ pick up a semester career program

✔ attend 1 career-related seminar/webinar

✔ start improving your German (TUM language center)

✔ start putting together your application documents (CV, photograph)

✔ do 1 thing for fun (not job-related), new hobbies, experiences, friends

✔ prepare for practical experience: internship, volunteering, organizations

✔ start thinking about what you like to do, how you would like to live and what you need to do to get your dream job
TUM Career Service

www.together.tum.de

- Career Counseling – in person, via phone or per email
- Events supporting your career start and development; 40+ seminars/webinars per semester
- Career Days with application photo shoot
- E-Career: Webinars and Applications CheckUp online
- TUM Mentoring: www.mentoring.tum.de
- Free TUM Career Guide and Newsletter
- TUM Job and Internship Portal: www.tum.de/jobboerse
Career Offers & Services

• TUM Handbuch für Ihre Karriere – in German
  The A – Z of finding your dream job: application documents, interview preparation, etc.

• TUM Career Guide
  For international students, English version

• Checklists & leaflets
  online at www.together.tum.de/career

All material is available free of charge.
WalkIn sessions

**Campus Weihenstephan**
Maximus-von-Imhof-Forum 3, 1st. floor above fair geniessBar, room OGL 01
*Tuesdays* from 2pm – 4pm

**Campus Garching**
Boltzmannstraße 17 – Exzellenzzentrum, 3. OG
*Wednesdays* from 10am – 12pm

**Campus München**
Arcisstraße 21 – economic science building, first floor, room 1518
*Mondays* (1st and 3rd of the month) from 6pm – 8pm
*Thursdays* from 11am – 1pm and 2pm – 4pm

**New: Lunch WalkIn**
Mensa Arcisstraße on Munich Campus
*Mondays* (2nd and 4th of the month) from 12pm – 1:00pm

www.together.tum.de
career@tum.de