



HiWi

Assistance in Event Management



At Chair of Agrimechatronics, we are responsible for the organization of the IFAC AGRICONTROL 2022, a scientific conference in Raitenhaslach (near Burghausen). The conference covers topics such as automation, control engineering, robotics, embedded systems, computer vision, and other technologies for agriculture and it is highly international. We are seeking a student who can take the role of an Event Manager to help us coordinate and manage our conference. In this role, you will oversee all aspects of conference planning and management. You will get in contact with scientists from different countries and people from the agri-tech industry. In addition, you will have the chance to see state-of-the-art research results and network with the scientific community.

Work packages

- Assist in the order and preparation of giveaways
- Coordination of venue-related tasks
- Assist with the coordination of a technical excursion
- Maintenance of the conference webpage
- On-site help at the conference venue on 14-16 September

Prerequisites

- Being a good team player
- Interest in technology
- Ability to present event ideas and plans in a group setting with internal team members
- Structured and independent way of working
- Skills in the use of Microsoft Office (Outlook, Word, Excel, PowerPoint) preferred.
- Excellent interpersonal, verbal, and written communication skills (English and German)
- Ability to communicate effectively across all levels both internally and externally
- Able to simultaneously manage a high level of detail across multiple small tasks
- Able to demonstrate flexibility and quickly adapt to changes

Flexible working hours and mostly remote work are possible. Critical meetings at Campus Weihenstephan are desired.