

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 12.000 employees.

WORKPLACE	Campus Innenstadt	DATE OF ENTRY	01.09.2026
WORKING HOURS	Full time/Part time	APPLICATION DEADLINE	15.07.2026
INSTITUTION	Institut und Poliklinik für Arbeits- Sozial- und Umweltmedizin	REFERENCE NUMBER	2026-K-0243
DEPARTMENT	Communication and Administration		

Scope of duties

This position is designed as a compulsory internship (Pflichtpraktikum) as part of an academic study program and is therefore not remunerated. 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 administrating 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

- Sound IT skills (MS Office, especially Excel)
- Sound graphic design skills using online tools like Canva
- Affinity for social media
- C1 German skills, min. B2 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 2026/27

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)
- An interesting range of tasks in an interdisciplinary and international team
- Flexible working hours
- This unpaid internship provides 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

Mrs. Perdomo, Isabel

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Application format

Please use the Online-Form for your application

<http://www.lmu-klinikum.de/5102aaaa888d61e1>

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