

Data Steward Coordinator(m/f/d) at the Munich Data Science Institute

The Munich Data Science Institute (MDSI) is an Integrative Research Institute at the Technical University of Munich (TUM) with an interdisciplinary and cross-faculty focus on data science, machine learning, and AI. The Institute operates as a facilitator and disseminator of state-of-the-art data science practices, technologies, and IT infrastructures for the whole university and connects and coalesces all data-related expertise of TUM. As one of its key directions, the MDSI is engaged in activities of research data management (RDM), e.g., shaping the way how data will be stored, managed, and analyzed across different sciences and application fields.

As a Data Steward Coordinator, you will be responsible for designing and managing the activities in research data management, specifically acting as the central contact point to coordinate and establish synergies between the multiple initiatives at TUM (e.g. in the scope of the NFDI). This also includes building up the TUM Research Data Hub, the MDSI's joint offer together with the TUM University Library to support researchers at TUM in all RDM and data science-related questions. Moreover, you will coordinate the institutes' own data and information practices as well as take over tasks in general project management.

Your responsibility:

- Coordination of research data management (RDM) activities at the MDSI and TUM
- Consulting on RDM and data science related topics and documenting best practices, guidelines and communications in data management, data science, data quality
- Collaboration with existing and new partners and projects in the scope of data management, proactively identifying and realizing synergies between various projects
- Facilitating information exchange and networking between different departments and initiatives (e.g NFDI)
- Dissemination and communication of expertise on research data management and data science within and outside TUM via various formats including trainings, workshops and developing a knowledge hub
- Coordinate technical events with industry partners and academia on topics related to data management, data science, software engineering and AI
- Project management in a variety of other projects

Requirements:

We are looking for a reliable and collaborative person able to manage a broad range of tasks and responsibilities with

- Master's degree or higher preferably in engineering / IT management / studies related to data management and data science
- Well-developed research and analytical skills with proven experience in data / information management or related topics (data science, data quality assurance, experience as data steward, or similar)

- Excellent organizational and project management skills, including the ability to coordinate workshops and seminars
- Experience in conducting trainings in data management and/or data science is advantageous
- Strong written and verbal communication skills in English and proven excellent presentation skills with good level of comfort communicating effectively across internal and external organizations and across hierarchies (German is desirable but not required)
- Proficiency in providing administrative services, including knowledge in the operation of IT systems and services as well as operation systems is desirable

We offer:

- Full responsibility from the start in an innovative environment and with real impact on the data science ecosystem at TUM and in Munich
- Access to a broad professional network spanning academia and industry
- Support for participation in relevant conferences and workshops to broaden your expertise
- International, attractive, and interdisciplinary working environment across different departments and disciplines
- Salary according to TV-L (depending on qualification up to E13) including social benefits
- Attractive flextime models

Application:

The position can start as early as possible and the contract duration is initially limited to October 31, 2026. As an equal opportunity and affirmative action employer, TUM explicitly encourages nominations of and applications from women as well as from all others who would bring additional diversity dimensions to the university's research and teaching strategies. Preference will be given to disabled candidates with essentially the same qualifications.

If you are interested, please apply until **August 10, 2025** with a cover letter (stating also your earliest date of entry), CV and relevant certificates plus reference letters via e-mail to **application@mdsi.tum.de** (please attach a single PDF file and use the subject **MDSI Data Steward Coordinator**).

As part of your application for a position at the Technical University of Munich (TUM), you are transmitting personal data. Please note our data protection information in accordance to Art.13 General Data Protection Regulation (GDPR) for the collection and processing of personal data in the context of your application (<https://portal.mytum.de/kompass/datenschutz/Bewerbung/>). By submitting your application, you confirm that you have taken note of TUM's data protection information.

Contact:

<https://www.mdsi.tum.de/>

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