

If you want to recruit an assistant (Hiwi job), please write an e-mail to camyesil@bio.lmu.de with the following information:

- Given name and surname of the assistant
- Activity of the assistant (for example laboratory work / field XY or course supervision for the course XY)
- Duration or amount of the required contract (e. g. 2 months at 5 hours/week **or** a 80 hours altogether **or** 400,00 € total)
- The AoSt.-Number the assistant should be paid from. For courses you only have to state the exact name of the course.

Please note that the department II.2 of the university administration for Hiwi contracts has a processing time of 4 weeks **before** the start of a contract. This must be strictly followed. Contracts can never be issued backdated, not even in exceptional cases. People, who already have a contract of employment **with the LMU** according to **TV-L** (another Hiwi contract is okay) **can't get a Hiwi contract**. Assistants are allowed to work max. **19 hours/week** regardless of the number of Hiwi contracts somebody has.

The payment for the assistants is graded as follows:

Student assistant	9,90 € / hour
Graduate assistant with bachelor degree	11,60 € / hour
Graduate assistant with diploma/master degree	15,70 € / hour

When calculating YOUR costs, please note that your account will be charged with 28 % additional personnel costs. (For example an assistant gets 400 EUR per month – however, 512 EUR will be charged to your account.) Therefore, you have to calculate as follows:

Student assistant	12,67 € / hour
Graduate assistant with bachelor degree	14,85 € / hour
Graduate assistant with diploma/master degree	20,10 € / hour

Before the contract can be issued, the assistant must submit following documents:

- Income tax identification number
- Social security card
- Certificate of matriculation
- Diploma, Master, or Bachelor degree

In addition, we need from foreign citizens:

- Passport + residence permit + work permit
- From EU-citizens we need a freedom of movement certificate (in german: Freizügigkeitsbescheinigung (you can get this from the KVR or from local authorities).

You can make Hiwi contracts daily (Monday-Friday) with **Sera Camyesil** in Room **B01.040**.