STUDENT ASSISTANTSHIP (SHK)

Do you want to help organize international events, learn how the university administration works, maintain a website or practice your language skills?

The GRK 1613 “Risk and East Asia” is now recruiting a student assistant (SHK) to assist in the day-to-day running of the group. The position will be initially awarded for 3 months with the possibility of extension.

Your tasks:
- Organize events
- Translate between English and German
- General office work

Requirements:
- Speak and write German flawlessly
- Speak English fluently
- Be interculturally competent
- Be able to work independently and learn fast

Any of the following will strengthen your application:
- Prior experience in a similar position
- Language skills in Chinese or Japanese
- Intercultural exposure

The Student Assistantship is for 5 to 10 hours per week and will be compensated at the university rate for student assistants (studentische Hilfskräfte). Start date will be 1st October 2017 (pending hiring procedures). Work hours will be on Tuesday, Wednesday and/or Thursday.

Applications should be sent as a single pdf file and include:
- A cover letter indicating the applicant’s motivation
- Current grade reports
- CV

Application deadline is 21st August 2017. Please send applications to riskandeastasia@uni-due.de

C/o Vinita Samarasinghe, Coordinator