



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