



The Department Viadrina International Affairs is looking for a student/research assistant

from 01st November 2021 (planned recruitment date)
9 hours per week

We are looking for a motivated student/academic assistant to work in the Viadrina International Affairs department in the area of coordination and support of international exchange students.

Your main tasks are:

- Providing comprehensive support and assistance to international exchange students from all countries.
- Correspondence with international students and partner universities by e-mail, telephone or post.
- Processing the data of students and partner universities in the MoveON database.
- Preparing and editing documents relating to the stays of international exchange students.
- Maintaining the websites relevant to this area.
- Preparation and implementation of events relevant to international students.

Your profile comprises:

- Fluent in German and English, plus good knowledge of Polish and/or other foreign languages.
- Good PC skills, especially MS Office, database work and websites (CMS).
- Independent working style, accuracy, team spirit and flexibility.
- Interest in supervising and supporting international students from all over the world.

We are looking forward to applications from students of all faculties of the Viadrina. If you are already working at the European University Viadrina with an honorary contract, recruitment to this position is unfortunately not possible. You can find information about the payment of the job here:

https://www.europa-uni.de/de/struktur/verwaltung/dezernat_2/personalkosten/index.html

You can send in your application with a cover letter, curriculum vitae in tabular form and, if applicable, relevant copies of certificates by **20th October 2021** by e-mail or submit it in paper form to:

Mr. Bernd Schünow
Viadrina International Affairs, Coordinator incoming students
AM 208
students-in@europa-uni.de

The interviews will be held from 25th until 29th October 2021.

We look forward to receiving your application!

