Job advertisement

At the Centre for Teaching and Learning of the European University Viadrina Frankfurt (Oder) and in the framework of the DAAD-funded ERUA-VIADRINA project, three positions are available as of the earliest possible date as

**Student Assistants** SHK/ WHK
(Working hours 10 hours/week)

The position is initially limited to 1 year, with the option to extend if necessary. We are looking for committed students who would like to contribute creatively and actively as a Student Engagement Coach on campus.

**Your tasks include:**

- Advice and support for student initiatives and projects for campus co-creation
- Creation and coordination of resources (e.g. equipment, tutorials) for student projects
- Documentation of student involvement and public relations work to increase the visibility of student involvement at the Viadrina
- Organisation and implementation of
  - Introduction events for student involvement
  - Networking meetings with student committees and initiatives at the Viadrina
  - Workshops on various topics relevant to student engagement (e.g. university policy, campus culture)

**Your profile comprises:**

- Independent and structured way of working
- Commitment, reliability and good communication skills
- Enjoy communicating and working with students and staff
- Work on site at the Viadrina
• Very good level of German or English language; basic knowledge of the respective other language mentioned is of advantage
• Also of advantage are:
  o Knowledge of social media, especially Instagram
  o Own experience with student engagement (in university politics and/or student initiatives) or other social engagement/volunteering,
  o A completed Viadrina peer tutoring training certificate in intercultural learning or project management, or similar qualifications in the area of key competences/soft skills

We offer you:

• A variety of tasks in the context of teaching, research, counselling and project management
• Insights into various areas of the university as an institution, in particular campus development, community building, networks and student engagement
• An exciting and creative job in which you can develop personally
• Organisation of your own projects in a university context
• Work in a committed and diversity-sensitive team
• Opportunity for your own further training
• Flexible working hours that are in line with your studies

Persons affected by racism, with a migration experience, trans* inter* and non-binary persons as well as people with disabilities are explicitly encouraged to apply.

Please send your application with CV and letter of motivation via email by May 15th, 2024 to Niki Kasis (she/ her) kasis@europa-uni.de