Job Vacancy | Student Employee

The Chair of European Studies at the European University Viadrina is seeking a **Student Employee (BA/ MA)** to strengthen the team of the research and education project "ValEUs" (https://valeus.eu/).

Start date: As soon as possible
Deadline: Position open until filled (latest application by 15 April 2026)
Working hours: Approx. 9 hours per week (negotiable)
Duration: The contract is limited to 31 December 2026 (project end date)

The position focuses on supporting the ValEUs project's publications, academic events, and science communication, alongside selected project management tasks. All tasks will be conducted exclusively in English. <u>Applicants must be currently enrolled at the European University Viadrina</u>.

Your responsibilities:
- Editing and proofreading of project publications (e.g., research papers, policy briefs)
- Support for the organisation of public events (incl. a major academic conference at European University Viadrina)
- Targeted support for the project's science communication (e.g., synthesizing key research activities and insights)
- Assisting in project management tasks (project documentation, digital project management tools)
- Database maintenance
- Content management (website)

Your profile:
- A grade point average (GPA) of "gut/good" or better, with strong academic skills demonstrated in your application documents
- Expertise in cultural, social, or historical studies with a focus on Europe is a strong advantage
- Strong editorial skills in English are required
- Proficiency in MS Office (incl. Excel) and the ability to quickly adapt to new software tools (e.g., CMS, databases)
- Keen interest in science communication
- A reliable, structured, and independent way of working
- Flexibility to provide timely (initial) responses to emails by the Viadrina team during the working week

Our offices are located at the Logenhaus in Frankfurt (Oder); some of the weekly working hours can be completed from home (upon mutual agreement).

Applications will be reviewed on a rolling basis for a start date as soon as possible. The position will remain open until filled, but applications will be accepted no later than 15 April 2026.

Please **send your application** (including a cover letter in English (max. 250 words), CV, and Transcript of Records) **via email to: Nico Hallmann (hallmann@europa-uni.de)**.
Please contact the email address above if you have any questions about the application process.