Two Student Assistants
(starting in March 2018 or later, 30h to 60h/month [negotiable])

The Zukunftskolleg is a central scientific institution of the University for the promotion of postdoctoral researchers in the natural sciences, humanities and social sciences, and is an integral component of the institutional strategy “Modell Konstanz — Towards a Culture of Creativity”, and partially funded by the European Commission’s Marie Curie COFUND programme.

We are currently looking for two “Studentische Hilfskraft” or “Wissenschaftliche Hilfskraft” to work with the central office of the Zukunftskolleg. In particular, the assistant will support one or more of the following areas in the Science Administration of the Zukunftskolleg:

Internationalization:
- Internationalisation activities of the Zukunftskolleg: organization of partner events and visits from external guests.

Research and Fellows:
- Support in the organization of international calls for applications for fellowships: dissemination of the call,
- Support in the selection process of new fellows: support the online application process for new fellowships,
- Support in the organization of the research stays of Fellows and Senior Fellows at the Zukunftskolleg.

Public Relations:
- Fellow Handbook: update our fellowship handbook, layout
- Website support: Updating information with Typo3
- Annual Report: gathering/compiling information, layout

General Tasks:
- Organisational Tasks in the Science Administration of the Zukunftskolleg: organizing and supporting events (e.g. of the weekly event “Jour Fixe”, annual meeting of the Scientific Advisory Board), writings minutes, smaller research tasks, mail and basic support for fellows.
- Proofreading, in English and German
- and further tasks to be determined.

Prerequisites for all defined areas include:
- Strong analytical, organizational and communication skills,
- Fluent verbal and written knowledge of English and German,
- Good handling of MS-office tools (Word, Excel, PowerPoint, Outlook),
- Knowledge of TYPO3 (favoured but not mandatory)

Candidates are expected to be available for at least six months, but preferably longer. The monthly amount of hours can be negotiated (minimum of 30h/month) and are to be based on an agreement and/or scope of the tasks. Some presence during our office opening hours will be necessary. The position is open to all enrolled students, who have not yet completed their Master's degree.

For more information, please contact our central office (Tel. 07531/88 - 2399). Applications (incl. CV and transcript of grades) can be send via e-mail to zukunftskolleg@uni-konstanz.de.

We accept applications on a rolling basis.