Job vacancy

Student assistant (m/f/d) for the ERUA office (European Reform University Alliance)

We are looking for a student assistant to support the ERUA team at the University of Konstanz as soon as possible. The working time is 40 hours per month.

This position provides a comprehensive insight into the work of the ERUA team at the University of Konstanz and its partner universities. It offers the opportunity to gain initial knowledge in science management and to get to know the work of a European University Alliance (www.erua-eui.eu).

Your tasks

− Comprehensive support for ERUA quality assurance
− Data collection and evaluation of ERUA quality indicators
− Preparation of documentation and overviews
− General organisational tasks

Our requirements

− willingness and ability to quickly familiarise yourself with new topics and information systems,
− reliable, careful and independent way of working,
− experience with simple data analysis (Excel, if possible statistical software such as SPSS or R)
− good knowledge of English, knowledge of German is an advantage but not a prerequisite

We offer

− a pleasant working atmosphere in a friendly team,
− flexible working hours, including home office,
− a good opportunity to gain work experience during your studies.

If you have any questions about this position, please contact Frank Wehinger (frank.wehinger@uni-konstanz.de). If you are interested in these exciting and varied tasks, please send us your brief application (cover letter with curriculum vitae and overview of grades, in German or English) to frank.wehinger@uni-konstanz.de. We look forward to receiving your documents!