

## Three Student Assistants

(starting in December 2018, January and February 2019, 30h to 60h/month [negotiable])

The Zukunftscolleg is an Institute for Advanced Study (IAS). It is a central scientific institution of the University for the promotion of early career researchers in the humanities, social and natural sciences come to Konstanz from across the world to perform first-class research. The Zukunftscolleg is a keystone in the University of Konstanz's institutional strategy to promote top-level research.

We are currently looking for up to three "Studentische Hilfskraft" or "Wissenschaftliche Hilfskraft" to work with the central office of the Zukunftscolleg. In particular, the assistant will support one or more of the following areas in the science administration of the Zukunftscolleg:

### General Tasks:

- **Organisational tasks in the science administration of the Zukunftscolleg:** organising and supporting events (e.g. of the weekly event "Jour Fixe", annual meeting of the Scientific Advisory Board), writing minutes, smaller research tasks, mail and basic support for fellows.
- **Proofreading**, in English and German.

### Research and Fellows:

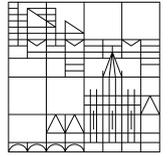
- Support in the **organisation of international calls for applications for fellowships:** dissemination of the call,
- Support in the **selection process of new fellows:** support the online application process for new fellowships,
- Support in the **organisation of the research stays** of fellows and senior fellows.
- Support in the organisation of calls for application for research funding programmes within the university

### Public Relations:

- **Fellow Handbook:** update our fellowship handbook, layout
- **Website support:** Updating information with Typo3
- **Annual Report and Newsletter:** gathering/compiling information, layout
- **Event organisation:** disseminate posters, order and prepare catering

### Internationalisation:

- **Cooperation partners:** promotion of reciprocal research stays of fellows at the Zukunftscolleg and partner institutes, advertisement of new funding programme
- **Internationalisation events:** organisation of visits from external guests as well as lectures and workshops related to the internationalisation
- **Scientific Retreat:** planning and organisation of the next scientific retreat for Zukunftscolleg fellows in spring/summer 2019
- **External funding application:** preparing desk studies, benchmark analyses and descriptive statistics to support an envisaged application for external funding.



**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 - 5686). Applications (incl. CV and transcript of grades) can be send via e-mail in a single PDF-File and in English to [zukunfthkolleg@uni-konstanz.de](mailto:zukunfthkolleg@uni-konstanz.de).

**We accept applications on a rolling basis.**