

January 2017

## Two Student Assistants (starting in April 2017, 40h 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:

- **Management of the EU program on researchers' mobility:** prepare deliverables and reports to the European Commission,
- **Internationalisation activities of the Zukunftskolleg:** organization of partner events and visits from external guests.

### Public Relations:

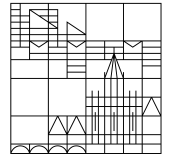
- **Fellow Handbook:** update our fellowship handbook, layout of the printed and online version
- **Website support:** Updating information with Typo3
- **Newsletter:** Writing (in English) and implementation in the system (phpList)
- **Annual Report:** gathering/compiling information, layout
- **Statistics:** updating, gathering/compiling and illustrating descriptive statistics.

### 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.

### General Tasks:

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



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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 20h/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- 4897/ - 5686). Please indicate in your motivation letter in which of the mentioned areas of scientific administration you are most interested in and why. Applications (incl. CV and transcript of grades) can be send via Email to [zukunfthkolleg@uni-konstanz.de](mailto:zukunfthkolleg@uni-konstanz.de).

Deadline for the application is **February 10, 2017**.