



The Global Studies Programme is looking for a

## **Student assistant (Wissenschaftliche Hilfskraft)**

**for 30 hours/month for 7 months (for BA or MA students) OR**

**for 25 hours/month for 6 months (for applicants with a completed MA degree)**

for the organisation of an online series of “**Career Talks**” featuring GSP alumni. The employment will start on **February 15<sup>th</sup>**, 2023 (or March 1<sup>st</sup>).

The tasks include:

- Recruiting speakers from the previous GSP batches to present their careers
- Preparing and supervising a digital registration form for the talk series
- Creating and distributing advertisement material (print and online)
- Planning and conducting evaluations among participants and speakers
- Technical preparation and implementation of the online events

Requirements:

- provable organisational skills
- very good proficiency in English and German
- residency in Freiburg for most part of the employment
- experience with organising events, ideally in an academic context
- the ability to work independently
- ideally experience with online survey tools (especially UniPark)

We can offer a friendly and international work environment, flexible working hours, the chance to work independently, and the possibility to gain experience with the internal workings of German universities.

Please send your application **via email to Hanna Mahler** ([hanna.mahler@soziologie.uni-freiburg.de](mailto:hanna.mahler@soziologie.uni-freiburg.de)). Please include a CV and a motivation letter (and additional documents if you consider them relevant). [Call remains open until filled]

Freiburg, 16.12.2022