

We are seeking to fill the position of **STUDENT ASSISTANT** to offer support in an international project!

Location: International Office – Saarland University, Saarbrücken, Germany.

Working hours: flexible, up to 20 hours per week (according to the profile), home office accepted.

Duration: from July/August 2022 to December 2022.

Project description:

The German Academic Exchange Service (DAAD), the German Rectors' Conference (HRK), Saarland University (Germany), and the University of Alicante (Spain), are jointly organising the International Deans' Course Latin America (IDC LA). This intensive training course is part of the DIES Programme (Dialogue on Innovative Higher Education Strategies), which has been jointly coordinated by the DAAD and HRK since 2001.

The DIES IDC LA brings together a group of about 25 newly elected Deans and Vice-Deans from higher education institutions in Latin America in order to enable participants to tackle the challenges posed by their new positions and to develop a Strategic Action Plan to improve the services offered by their institutions.

Your role:

As a Student Assistant, you will carry out administrative and technical tasks, working closely with the Project Coordinator at Saarland University. You will enjoy a flexible work environment in which the workload of your studies will be taken into account. Close and trusting cooperation, as well as support, is an essential part of the joint work. Your tasks will include the publication of posts in social media, writing meeting minutes, updating data, and assisting with the conduction of course activities.

Candidate's profile:

We are looking for someone who is detail oriented and a creative problem solver. This job requires working with a variety of university staff, so it is important that you can demonstrate professional decorum. Ability to work independently and with sensitive data, as well as a strong, dedicated work ethic is a must. Teamwork and good time management abilities are essential. Strong communication skills, creativity, willingness to learn, and adaptability will be appreciated.

Requirements:

- Currently enrolled in a higher education institution, preferably Saarland University (UdS).
- Ability to work in a dynamic and multicultural team.
- Flexible approach to work.
- Ability to take ownership of tasks with general guidance.
- Ability to handle tight deadlines, if required.
- Attentive to details.
- Willingness to learn.
- Proficiency in at least two of the following languages:
 - English
 - Spanish
 - German
 - Other languages might be considered an asset.
- Basic knowledge in Microsoft Office usage (Word, Excel, Power Point, etc.).
- Ability to manage social media (Instagram, Facebook, LinkedIn).

Desirable:

- International experience.
- Ability to work with basic graphic design tools (e.g. Canva).

Please, send your application via e-mail with the subject “Application: Student Assistant 22-23” and the appropriate documents (CV mandatory | motivation letter, certificates, and/or recommendation letter optional), all combined in a single PDF file. E-mail address: y.andarias@io.uni-saarland.de

Application deadline: 15 June 2022.

We are looking forward to working with you!