

The Hertie School of Governance seeks to fill the position of a

## **Student Assistant (m/f) International Alumni Programme**

**Part time 12 hours/ week**

The contract duration is 4 months as of 1 September 2017 with the option of renewal.

### **Your tasks:**

Support the administration, management and organization of a third-party funded project for international alumni of the Hertie School. This could include:

- Administration and organization of events for international alumni (e.g. master classes, reunions)
- Management of contacts with partners and alumni
- Identification of international experts for workshops
- Translation of documents
- Preparation and management of extensive databases
- Various other related activities

### **Your profile:**

- Bachelor or master student in a relevant field, such as international relations, social science or political science (please indicate your semester and age)
- Experience in the administration of third-party funded projects is an asset
- Business fluency in English (working language at the Hertie School) and German (preferred) in speech and writing
- Excellent communication and organization skills
- MS-Office (Excel, PowerPoint, Word, Outlook)
- Ability to work as part of a team as well as independently

**We offer** an exciting international work environment at the interface between economics, politics, science and civil society as well as a challenging range of duties. As student assistant you get the chance to combine your academic knowledge with practice by taking over self-reliant tasks and projects. The hourly wage depends on your qualifications. We offer an hourly rate of EUR 11,00 for undergraduates and EUR 12,00 for students holding a bachelor's degree. For further information about the Hertie School please visit our website: [www.hertie-school.org](http://www.hertie-school.org).

**To apply:** If we have aroused your interest, we look forward to receiving your complete application portfolio including a CV, a cover letter and relevant certificates under [applications@hertie-school.org](mailto:applications@hertie-school.org). Please submit your portfolio **by 30 June 2017** as a PDF file under the heading "Alumni". Strict confidentiality is assured.

If you should have any questions regarding this position, please contact Maria Bramer, Associate Alumni Affairs, at [bramer@hertie-school.org](mailto:bramer@hertie-school.org).