

UniVie DoCS Open Position for a Student Assistant (14 hours/week)

The UniVie DoCS Doctoral School Computer Science invites all current (under-)graduate students to apply for a **student assistant position** to support the activities of our doctoral school concerning planning and conducting events, public relations, the alumni programme, administrative tasks, and external communications support.

Duration of employment: 1 year (initially limited to 1 year; after that period, a new contract can be possible)

The extent of employment: 14.0 hours/week.

Job description:

- Active cooperation in preparing, planning, and executing activities and events for doctoral school students within and beyond the curriculum (e.g., summer schools, retreats, get-togethers, and welcome events)
- Further development of existing communication and public relation activities
- Supporting, editing, and promoting the DoCS website (Typo3)
- Promoting the DoCS via social media (Twitter, Instagram and LinkedIn) and DoCS website
- Involvement in defining and accomplishing communication activities and events for active students and alumni
- Supporting specific administrative tasks within the doctoral school
- Assisting doctoral processes by providing needed information to students

Profile:

- Active student (bachelor's or master's programme) with very good academic results (not yet a completed master's programme with applications being open to all subject areas)
- Language: very good written and spoken English language skills; German language skills are an advantage
- Good technical knowledge: MS Office (especially Excel)
- Photo editing skills, such as Adobe Photoshop and Canva
- Experienced in working with a content management system (Typo3) to edit and design the website - prior HTML or similar CMS skills are an advantage
- Relevant experience and special creativity in social media (Twitter, Instagram, LinkedIn)
- Responsibility for administrative tasks such as creating and sending newsletter and doctoral applications distribution
- Previous experience in event organisation may be to benefit
- Eagerness to learn new skills and technologies that could help and benefit the DoCS
- Independent and trustworthy character
- Problem-solving and reliable way of working

- Good communication skills and ability to work in a team

What we offer:

- Great experience in the fields of PR, marketing, and communications
- Various and exciting fields of action, including social media, contact with students and external actors, participation, and planning of different events
- Creative and positive working atmosphere
- Encouraging and open-minded team
- Possibility to get in touch with new topics and to learn innovative technologies
- Flexible student working time arrangements (remote and on-site)

If you're interested, please send your CV and short motivational letter.

Contact:

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