

The Career Service of the Georg-August-Universität Göttingen is looking to fill the position of

Student Assistant at the Career Service

Working hours: 40 hours per month

Period: 01.04. – 31.12.2018

Main responsibilities:

- Administrating the Career Service Website, especially keeping the content up to date and redesigning parts of existing webpages
- Support in developing print and online material for promotion use
- Providing information to your fellow students

Requirements and qualifications:

- Enrolment at the University of Göttingen as Bachelor or Master student
- No prior employment at the University of Göttingen
- Some knowledge of content management systems (specifically the GCMS - Göttinger Content Management System)
- Familiarity with MS Office applications
- Familiarity with front-end web development (HTML) (desirable)
- Some experience with image editing tools (desirable)
- Very good knowledge of English and German
- Interest in international careers topics and HR
- Willingness to work flexible

Please send your application in English (short motivation letter, max. two-page CV, academic certificates and transcript of records) as a single pdf file until **28/02/2018** to stefanie.heidenreich@zvw.uni-goettingen.de

For further information visit our website or contact us via mail.

www.career.uni-goettingen.de