

University College Freiburg is seeking for its study program “Liberal Arts and Sciences”:

a **student assistant** (ungeprüfte wiss. Hilfskraft)
in the field of **Governance** and **Academic English**.

starting **July 1, 2016** until December 31, 2016 for **20 hours / month**
with a possibility of extension.

University College Freiburg is the University's central facility for promoting and administering international, interdisciplinary teaching activities. It hosts the innovative English-taught undergraduate study program “Liberal Arts and Sciences”, where about 300 students are currently enrolled in four Majors: Governance, Culture & History, Life Sciences, and Earth & Environmental Sciences.

Your **tasks** will include:

- assisting faculty in the preparation, administration, and examination of courses offered in Governance and Academic English: preparation of course materials and teaching events such as study trips and student conferences, management of the course materials on the online learning platform ILIAS, keeping records of grades and attendance, proctoring exams, etc.;
- assisting faculty in Governance and Academic English in other organizational and administrative tasks;
- other tasks may be assigned in accordance with the assistant's qualifications and interest: supervision of student group work and tutorials, development and implementation of extracurricular activities, and other.

Requirements

- enrollment as a student in a bachelor or equivalent program at the University of Freiburg: social and political sciences, linguistics and literature, law, economics, sociology, or a neighboring discipline.
- Very good command of English (English is the working and teaching language at UCF).
- Good command of German.
- Mastery of MS Office programs: at least Word, Excel, and PowerPoint.
- Rigorous self-organization, punctuality, precision, reliability and attention to detail.

For more information about UCF, about LAS, and about the Major Governance, visit <https://www.ucf.uni-freiburg.de>.

Applications should include a cover letter, and a CV.

Send your application as a single PDF file to Dr. Liudmila Mikalayeva:
mikalayeva@ucf.uni-freiburg.de by **June 13th, 2016**.

Selection interviews will be held shortly after the application deadline.