

Student Administrative Assistant for Exchange Activities (20 Hours/Month)

UCF is looking for a student administrative assistant starting on the 15st of June 2016.

The student administrative assistant will support the college's international exchange activities. Preference will be given to Liberal Arts and Sciences students and to students in higher semesters and with exchange experience.

Duties will include:

- assisting with the development of exchange processes (incomings and outgoings)
- conducting a survey of LAS student priorities/preferences for exchange programs
- researching exchange options (potential future partners)
- aiding the administrative processes
- supporting the organization of the application processes
- conducting a survey of returning students
- supporting the administrative process for credit recognition (returning students)
- supporting the work of the student council in international affairs

Requirements:

- completion of at least 2 semesters of the Bachelor degree (preference will be given to students in higher semesters)
- good command of English
- the ability to read and communicate in German
- the ability to work independently

Please direct questions to Ms. Anne Klemperer (Klemperer@ucf.uni-freiburg.de, 0761/203 67612). Please send your applications to Ms. Anne Klemperer. Application deadline is the 30th of April 2016.