

## University College Freiburg is seeking to hire

### a student assistant (“Studentische Hilfskraft”) to support the Liberal Arts and Sciences program administration

30-40h/month, position to be filled on 1<sup>st</sup> October 2017, for one year

University College Freiburg (UCF) promotes and administers unique international and interdisciplinary teaching activities at the University, including the English-language bachelor’s program Liberal Arts and Sciences (LAS). UCF is seeking to hire a Student Assistant (“studentische Hilfskraft”) to support the faculty with the administration of the LAS program.

Primary responsibilities will include **helping (Mithilfe/Unterstützung)** the academic program coordinator and teaching staff with

- administrative activities (e.g. setting up courses in HISinOne and ILIAS, booking of rooms in HISinOne)
- general office related activities (e.g. copying, filing, formatting)

Candidates should

- have excellent German and English skills (the LAS degree program is taught in English)
- have advanced Microsoft Office Skills
- have strong organizational skills and attention to detail
- have excellent interpersonal and communication skills
- be flexible and reliable colleagues
- be enrolled in a degree program other than Liberal Arts and Sciences at the University of Freiburg

Applications should include a cover letter, a CV, a transcript, a job reference (if available) and the application form of the University of Freiburg. Please send the application as a single PDF to Thorsten Leindecker (thorsten.leindecker@ucf.uni-freiburg.de) **by August 27<sup>th</sup>, 2017.**

For more information about UCF and about LAS please visit <http://www.ucf.uni-freiburg.de>.