

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

an **academic assistant** (geprüfte wissenschaftliche Hilfskraft)  
in the field of **Governance (Social Sciences)**

starting on **March 15**, 2019 until **August 31**, 2019 for **50 hours/month**,  
with a possibility of extension.

University College Freiburg hosts the innovative English-taught undergraduate study program “Liberal Arts and Sciences”, where about 300 students are currently enrolled in four Majors, including a Major “Governance” – an interdisciplinary specialization in social and political sciences, including political science and theory, international relations, legal studies, economics, and sociology. English is the working and teaching language at UCF.

Your **tasks** will include:

- Assisting Dr. Liudmila Mikalayeva and Governance faculty in the preparation, administration, and examination of Governance courses, incl. the first-year course *Introduction to Governance* and the second-year course *International Relations*. **Thursdays (8-14)** and **Fridays (10-14)** will be tutoring days for the assistant between April 11 and May 28. No tutoring is planned after May 28;
- Supervising and advising students on content-related and administrative matters;
- Assisting faculty in other organizational and administrative tasks.

### Requirements

- At least a Bachelor degree or equivalent in social and political sciences, law, economics, sociology, or a neighboring discipline;
- Excellent command of English. Very good command of German.
- Mastery of MS Office programs: at least Word, Excel, and PowerPoint.
- Rigorous self-organization, punctuality, precision, and attention to detail.

We are especially interested in candidates who have a credible interest in and enthusiasm for teaching and learning in the social sciences. We will offer a supportive environment and training opportunities. We are looking forward to welcome you as a member of our dedicated team.

For more information about the Major Governance, visit:

<https://www.ucf.uni-freiburg.de/liberal-arts-and-sciences/curriculum/major-governance>

Send your application as a **single** PDF file (max. 5Mb) with the **subject "TA Governance"** to Dr. Liudmila Mikalayeva: [mikalayeva@ucf.uni-freiburg.de](mailto:mikalayeva@ucf.uni-freiburg.de) by **March 1, 2019**. Applications should include a cover letter, CV, and evidence of teaching experience or interest.

Short-listed candidates will be notified before March 4, with selection interviews on March 5.