

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

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

starting **April 1, 2018** until September 30, 2018 for **30-35 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, 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** within the Major will include:

- assisting faculty in the preparation, administration, and examination of Governance courses: research and preparation of course materials, supervision of tutorials and student group work, maintenance of the online learning platform ILIAS, keeping records of grades and attendance, proctoring exams, etc. Thursdays will be tutoring days for the assistant in SS 2018;
- supervising and advising students: providing content-related advice and guidance as well as communicating with students in case of absences, sickness, technical problems, etc.;
- 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. German is definitely an asset.
- Interest in teaching and contact with students.
- Mastery of MS Office programs: at least Word, Excel, and PowerPoint. MS Publisher is a plus.
- Rigorous self-organization, punctuality, precision, and attention to detail.

We are especially interested in candidates who have a credible interest in and enthusiasm for interdisciplinary teaching and learning in the social sciences.

For more information about UCF, about LAS, and about the Major Governance, visit:

<https://www.ucf.uni-freiburg.de>

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

Applications should include a cover letter, CV, and evidence of research and teaching experience (if any).

Send your application as a **single** PDF file (max. 5Mb) with the **subject** "TA Governance" to Dr. Liudmila Mikalayeva: mikalayeva@ucf.uni-freiburg.de **by March 15, 2018**.

Short-listed candidates will be notified by March 19, with selection interviews on March 21.