

Job Advertisement for a
Student Assistant for International Matters and Peer Advising (20 hours/month) at UCF



UCF is looking for a student assistant to help with international activities. Start date is the **1st of September, 2020 and runs until the 31st of July 2021**. An extension beyond that date may be possible.

The student assistant will work together with UCF's International Coordinator and support the college's international activities (10 hours/month) and will assist the coordinator of the peer-advising (mentoring) at UCF (10 hours/month). Preference will be given to students enrolled in the Liberal Arts and Sciences program (any major) and to students in higher semesters and/or with peer-advising, exchange or international experience. The number of hours per week and working times will be flexible, with some periods having a higher working load, such as in preparation for and during Welcome Week. At other times it is possible to work fewer hours, and we will be flexible when you need to spend more time on your studies.

Interviews will take place in July, in person if it is possible, or by video conference if a personal meeting is not possible.

For 10 hours/month the student assistant will work with UCF's International Coordinator (Anne Klemperer), and the duties include:

- Administration of study abroad programs
- Assisting with events such as UCF's Study Abroad Fair and orientation for incomings
- Assisting with the incoming exchange students
- Supporting international LAS students

For 10 hours/month the student assistant works on peer advising with Dr. Sabine Sané. Duties include:

- Recruiting and supporting peer-advisors in their peer advising activities at UCF
- Informing and supporting peer-advisees especially before and during Welcome Week
- Developing tools for peer-advising
- Evaluating, summarizing and reporting the peer advising experiences at UCF

Requirements:

- completion of at least 2 semesters of the Bachelor degree by the end of the academic year 2019-20
- good command of English
- the ability to read and write in (basic) German
- the ability to work independently

Please direct questions to Anne Klemperer (klemperer@ucf.uni-freiburg.de). Please send your apply by sending a PDF to Anne Klemperer via email. Please include a CV and a short letter describing your qualifications and motivation for applying.

The application deadline is (midnight on) Monday, the 15th of June, 2020.