

University College Freiburg is seeking to hire a

## Student assistant (40 hrs/month) for support of the Liberal Arts and Sciences program administration.

[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 to support the faculty with the administration of the LAS program.

Primary responsibilities will include supporting the academic program coordinator and teaching staff:

- administrative activities (e.g. management of courses in HISinOne and ILIAS)
- general office-related activities (e.g. setting up schedules and plans, formatting)
- processing of emails

We are looking for a flexible and reliable colleague who is enrolled in a degree program other than LAS at the University of Freiburg. Candidates should have:

- excellent German and English skills (the LAS degree program is taught in English)
- advanced Microsoft Office skills
- strong organizational skills and attention to detail.

The position will be available from **October 1, 2024** and is initially limited to one year. It will be possible to extend the contract.

Applications should include a cover letter, a CV, a transcript, a job reference (if available). Please send the application as a single document citing the reference number 00003909 by August 31st, 2024. You can submit the application to the [job portal](#) of the University of Freiburg or via email: [thorsten.leiendecker@ucf.uni-freiburg.de](mailto:thorsten.leiendecker@ucf.uni-freiburg.de).

For further information, please contact Thorsten Leiendecker at +49 761 203-67614 or via email: [thorsten.leiendecker@ucf.uni-freiburg.de](mailto:thorsten.leiendecker@ucf.uni-freiburg.de).