STIFTUNG
EUROPA-UNIVERSITÄT
VIADRINA
FRANKFURT (ODER)

FAMILIE IN DER
HOCHSCHULE
Mitglied des Best Practice-Clubs

Wissen schaffen.
Begegnung leben.
Zukunft gestalten.

Student assistant in the
Language Centre (*Lektorat Englisch*)

The English Department (*Lektorat Englisch*) of the Language Centre is looking for a student assistant (*Studentische/n Beschäftigte/n*) for the Winter Semester 2024/25.

Planned starting date: 25.11.2024.

8 hours per week.

We can offer the successful candidate a varied work environment in an international team, working on administrative and content-related tasks supporting the various activities of the English *Lektors*.

The successful candidate should:

- have good competence in computer skills.
- be well organised and show initiative.
- have a good level of English:
    - at least Grade 2.7 on UNIcert III OR
    - Grade 2.3 UNIcert II (or the former exam Viadrina exams "HF" or "HS").
    (If your proof is the UNIcert II exam from this semester, please mention this in your application.)
    - Other accepted B2 equivalents:
    https://www.sz.europa-uni.de/de/lektorate/englisch/Frequent-Questions/FAQ_Befreiung.html
- have good German.
- enjoy organisational, administrative and computer work within a team.
- be prepared to learn the CMS system we use for the creation and maintenance of Viadrina webpages.

Pay:
The current usual pay rates of the University for *studentische Beschäftige* apply:
http://www.europa-uni.de/de/struktur/verwaltung/dezernat_2/personalkosten/index.html

Please send your application (a letter of application plus CV) by E-mail to:

Dr Richard Bland
bland@europa-uni.de

Extended deadline for applications:

Fri. 1st November 2024.