

The **Bonn Graduate School of Economics (BGSE)** is looking for a friendly and motivated student who would like to support and join our administrative team. As a

Student Assistant (f/m/d)

10 to 19 h/week*

you will get to know the university from another perspective and support the managing director and other team members.

Pre-requisites

You are enrolled at a university or university of applied sciences in the Bonn region.

You are proficient in the English language.

You enjoy working in a small, dynamic team.

Ideally, you have some experience working in an office environment (not required).

Your responsibilities

Main task in coming months will be the **support of the annual application and admission process for doctoral students**, in particular checking the formal standards of incoming applications and answering emails from applicants.

You will also take care of general office work such as data maintenance, compilation of statistics and event management.

Your strengths

You have a very good command of German and English.

You work in a detail-oriented way.

You enjoy working with different software and platforms.

You are reliable, structured, and committed.

You can work independently and flexible.

We offer

A wide range of responsibilities

Thorough introduction to your responsibilities

Insight into the work processes at a graduate school and full participation in a small, motivated team

A centrally located office close to the central station

*We will take your study commitments into consideration and agree on the weekly working hours (between 10 and 19 hrs) at the beginning of our cooperation.

Please send your application (cover letter, curriculum vitae, transcript, references) by email and in one pdf-file to: Dr. Silke Kinzig, Managing Director, Email: skinzig@uni-bonn.de

You can call the BGSE at 0228-73.9237 if you have questions regarding the position.

Applications will be accepted from 17 October 2022 and until the position is filled.

We look forward to hearing from you!