

The Faculty International Office of the Faculty of Economics and Management is looking for a

## **Student Assistant for the field of "International Affairs" (m/f/d)**

starting from September 1<sup>st</sup>, 2021 to support the Faculty Coordinator of International Affairs. The average monthly working time is freely negotiable, but is at least 23 hours per month. The position is initially limited to 7 months. A long-term cooperation is intended.

As part of the Faculty International Office, the student assistant supports the team with international tasks regarding the exchange programmes and the academic assistance of incoming and outgoing students.

This includes the following responsibilities and duties:

- Counselling and advising of Incomings and Outgoings students
- Student support in the organization and implementation of their stay abroad experience
- Collaboration with our partner universities
- Administrative support in coordinating the student exchange programmes
- Website building and maintenance
- Further support activities

Ideally, you bring the following qualifications with you:

- Enrolled student of the Faculty of Economics and Management respectively at Leibniz University Hannover
- Very good German and English language skills (other language skills are of advantage)
- Experience with typical office tasks is desirable (e.g. vocational training, volunteer engagement in student organizations)
- A completed stay abroad is desirable
- Good academic performance
- Confident handling of IT applications (especially MS Office, further knowledge such as TYPO3 is desirable)
- Interest in Consulting
- High level of self-initiative, self-reliance, self-responsibility and motivation

We are greatly looking forward to motivated and committed applicants who are open to multi-semester employment in the field of exchange coordination.

Please submit your complete application documents in one PDF-file (motivational letter, tabular curriculum vitae and a current transcript of records) by June 30, 2021 in PDF via e-mail to [international@wiwi.uni-hannover.de](mailto:international@wiwi.uni-hannover.de).

Addressing Berit Sellmer, Faculty International Office, Faculty of Economics and Management, Gottfried Wilhelm Leibniz Universität Hannover, Königsworther Platz 1, 30167 Hannover, Germany.