

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

## **Tutor for International Master's Students of the Faculty of Economics and Management (m/f/d)**

starting on October 1, 2021 to February 28, 2022 to support the Faculty Coordinator of International Affairs. The average monthly working time is freely negotiable, but is at least 15 hours per month. The contract is initially limited for a period of time until February 28, 2022.

As part of the Faculty International Office, the student assistant works as a Tutor for the new international Master's Students at the Faculty of Economics and Management. The aim of the position is to support and accompany master students in the first semester with the organization and implementation of their first semester.

The position includes the following responsibilities and duties:

- Support of the students during the Master-Orientation-Phase of the faculty in October 2021 and of the organization and implementation of the students' first semester
- Collaboration with the Office of Dean of Studies
- Administrative support in coordinating the master's degree
- Further support activities

Ideally, you bring the following qualifications with you:

- Enrolled student of the Faculty of Economics and Management 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 Bachelor's degree which is completed is desirable
- Good academic performance
- Confident in handling 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 applications from motivated, open-minded and committed students who adapt easily to new working environments.

Please submit your complete application documents in one PDF-file (motivational letter, tabular curriculum vitae and a current transcript of records in English or German) by July 15, 2021 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.