

STUDENT ASSISTANT POSITION

December 2016 – February 2017

Part-time

Overview

The Barenboim-Said Akademie is looking for a student assistant to support our academic activities during the Winter Semester of the 2016-2017 academic year. We are looking for someone with experience in academic life, intellectual curiosity and strong administrative skills, who is accustomed to working in a dynamic environment, who is goal-oriented and a team player, and who exhibits cultural sensitivity and discretion.

Primary responsibilities

1. Provide administrative assistance to the Director of Humanities in the design, coordination and implementation of academic programs. Including but not limited to: updating files documenting our programs, course descriptions and catalogues, updating periodic reports, administering and processing student evaluations and teacher feedback forms.
2. Help coordinate and prepare the mid-term and end-of-term Core Academic Faculty meetings, including collecting and processing teacher reports, preparing informational material for teachers, taking action notes in the meeting, follow-up support.
3. Ensure smooth running of Core Academic classes including, as needed, verifying that classrooms and supplies are in order, photocopying and distributing materials and assignments, coordinating special class events.).

Requirements

Applicants should:

1. Hold a BA in a field of humanities or social sciences (law included) with excellent academic record, and be currently enrolled in an academic program;
2. Write and speak English and German at mother-tongue or nearly-equivalent level;
3. Be highly proficient with office productivity tools, particularly MS Word and Excel; and
4. Be able to handle a flexible work schedule, pay close attention to detail, communicate clearly and professionally, and contribute to an environment that celebrates cultural and ethnic diversity.

BARENBOIM-SAID AKADEMIE gGMBH

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Additional Information

1. This job requires a flexible schedule. Working hours are to be discussed and determined with supervisor, however, applicants should expect an average of 10 hours per week.
2. Preferable starting date is December 1.
3. The remuneration for this position is Eur 11,00 per hour.

Please send a resume, cover letter and supporting documents to jobs@barenboim-said.com by November 22.