

The **Office of the Dean of the Faculty of Social and Educational Sciences** is hiring a:

Student Assistant (20 – 25h/month)

Internationalisation and Administration Support

If you have technical skills, creativity, and excellent English proficiency, we look forward to receiving your application! Remuneration is EUR 13.25 per hour.

Your Responsibilities:

- **Web Design and Maintenance:** Assist in designing and maintaining our TYPO3-based website
- **Data Management:** Collect, maintain, and analyze data to optimize our internationalization efforts
- **Social Media:** Create and manage social media content
- **Design:** Design print and online materials using Adobe InDesign

Your Profile:

- **Enrollment:** Currently enrolled student. In your second semester and above
- **Web Design:** Experience with TYPO3
- **Data Management:** Experience in data processing and maintenance (e.g., with Excel)
- **Social Media:** Knowledge in creating and managing content on various platforms
- **Design:** Experience with Adobe InDesign
- **Language Skills:** Native-level English proficiency; good German skills are a plus
- **Soft Skills:** Strong communication skills, teamwork ability, reliability, and independent work style

We Offer:

- **Practical Experience:** Insight into internationalization work and the opportunity to shape international projects
- **Flexible Working Hours:** Adaptable to your study schedule
- **Dynamic Environment:** Work in an engaged and international team
- **Professional Development:** Access to training and workshops

Application Documents:

This position is suitable for those with disabilities; registered disabled persons are given preference over non-disabled applicants who do not have statutory preferential status if their overall personal aptitudes, skills and qualifications are otherwise equal.

Please send your complete application (cover letter, CV, relevant certificates) as a **single** PDF file to the Dean's Office (dekanat@sobi.uni-passau.de) by **25 October 2024**. We will delete it no later than six months after completion of the application process.

Please refer to our data privacy policy, which can be found on the following page: <https://www.uni-passau.de/en/university/current-vacancies/>

We look forward to your application and to welcoming you to our team!

Only the German version of this vacancy announcement is legally binding.