

# SPACE FOR YOUR TALENT.



The world is changing at an ever-faster pace. At the Johannes Kepler University Linz, we work on technologies and the ideas of tomorrow on a daily basis. At the same time, we educate over 23,000 young people to meet the demands of today's job market. In short, we are Upper Austria's largest institution for education and research. Are you interested in being a part of shaping the future at Austria's most attractive campus university?

**We are looking for a student assistant starting January 17<sup>th</sup>, 2022**

**Your tasks would be across the spectrum of our department, including support in research, teaching and administration:**

**Your tasks:**

- Organization of courses and examinations
- Contact person for students, employees and lecturers
- Organization and implementation of scientific conferences and events
- Support with research, e.g. literature review and data collection and analysis

**required skills:**

- Enrollment at JKU
- Good PC skills, including knowledge of using MS Office programs (Word, Excel, PowerPoint), literature and data analysis (Endnote, Maxqda) teaching administration programs (e.g. Moodle), as well as Social Media (LinkedIn)
- Very good knowledge of German and good knowledge of English (German level C2, English level B2)
- Independent way of working
- Communicational and organizational skills

**Our Offer:**

- Stable workplace
- Nice campus/good public transport
- Educational opportunities
- research infrastructure
- Dynamic research environment
- Healthy food options
- Sports opportunities

**Application Deadline: December 10<sup>th</sup>, 2021**

In accordance with the JKU Linz's advancement plan for women, women are particularly encouraged to apply; if they have the same qualifications, they will be given priority. Applicants with special needs with disabilities will be given special consideration if they are suitable.)

**Contact Person:** Assist.-Prof.in Dr.in Almina Bešić, T +43 732 2468 3468, E-Mail: [almina.besic@jku.at](mailto:almina.besic@jku.at).

**Application:**

Please merge applications with the usual documents (CV, letter of motivation, certificates) in a PDF and email them to [almina.besic@jku.at](mailto:almina.besic@jku.at). We look forward to receiving your application!