

The Rheinische Friedrich-Wilhelms-Universität Bonn (University of Bonn) is one of eleven German Universities of Excellence, the only university with six Clusters of Excellence and more Nobel Prize winners and Fields Medalists have emerged from our University in the past decades than from any other German university. With around 35,000 students, 6,000 doctoral candidates, 550 professors and 6,000 employees, it is one of the largest traditional research universities in Germany.

Under the leadership of the University of Bonn, the Bonn Alliance for Sustainability Research was founded in November 2017 at COP23 with the aim of strengthening knowledge and competences for sustainable development. Six established Bonn institutions are behind this alliance: BICC (Bonn International Center for Conversion), the German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE), the Hochschule Bonn-Rhein Sieg, University of Applied Sciences (H-BRS), the Institute for Environment and Human Security of the United Nations University (UNU-EHS) and the University of Bonn with its Center for Development Research (ZEF).

The Head Office of the Bonn Alliance seeks to employ a

Graduate Student Research Assistant (MA student, WHF; 10 h/week)

for newsletter and event support at the earliest possible date.

Your responsibilities:

- Support the communication management with the monthly newsletter (query of partner contributions, layouting, editing, writing teaser texts, distribution in mailchimp),
- support the communication management in social media,
- support the Head Office in the organization of scientific events and meetings,
- support the Head Office in general administrative tasks and general research work.

Your qualifications:

- University studies of at least three years or equivalent (bachelor's degree),
- experience in handling content management systems (at best: wordpress) and marketing platforms (at best: mailchimp),
- experience with the common MS office programs,
- experience with graphic design programs (InDesign or Affinity) or willingness to learn,
- ability to write short engaging texts that suit a newsletter,
- excellent conduct of spoken and written English and German,
- experience in event and project management is desirable.

You are a person that:

- has strong organizational skills,
- works independently and delivers reliable results,
- has a strong interest in sustainability-related topics,
- likes to work in a team and is service-oriented,
- is flexible regarding working hours.

Due to the terms of the university's personnel policy, you can only apply for this position if you have not been employed by the university before (this includes student assistants [SHK] as well as scientific and administrative positions).

If you are interested in the position, please apply with: a motivation letter, CV, a copy of the university degree(s), and employer references from former positions (if available).

Send your **complete application documents** by **11 May 2021** to s.gilgan@uni-bonn.de with the **application code 21-05-BA**. Before sending your application, please combine all your documents into **one PDF file**.

For further information, please contact Dr. Sandra Gilgan, Managing Director of the Bonn Alliance for Sustainability Research: ✉ s.gilgan@uni-bonn.de, ☎ 0228-73 60594.