

The University of Bonn is an internationally operating research university with a broad spectrum of subjects. 200 years of history, around 36,000 students, more than 6,000 employees, and an excellent reputation at home and abroad: The University of Bonn is one of Germany's most important universities.

Under the leadership of the Excellence University of Bonn, a number of leading players in research and education, including the UN University, have joined forces to form the [Bonn Alliance for Sustainability Research. The Innovation Campus Bonn \(ICB\)](#), which is currently being established under the auspices of the Bonn Alliance, aims to pool existing top-level scientific expertise in sustainability research and to expand it with new components to create a unique international science center.

The research team of the project “[digitainable](#)” at the ICB is seeking for a

Short-term graduate student assistant for event organization

Total number of hours: 20 hours/week

Duration: 3 months, starting January 15, 2021

The position is initially offered for a contract period of 3 months duration, with the possibility to extend the contract.

Your tasks and responsibilities:

- Scientific and technical assistance for event organization
- Support the overall preparation, execution, and management of the work concerning the arranging international digital event.
- Records applicant updates from the team and applicants
- Undertake the role of the rapporteur during the event to summarize discussions.
- Assist in post-event organization (event evaluation, gathering participants’ feedback and reporting).
- Support of proceedings during events sessions (incl. audio/photos).
- Support in drafting the event book by gathering the contents provided by the applicants and the scientific team.
- Assist in analyzing the scientific outcomes before and after the event.

Your Qualifications:

- You are enrolled in a graduate MSc./MA or Ph.D. degree program in a domain related to natural sciences or social sciences at a university based in Germany during the prospective job period.
- You have strong oral and written communication skills in English.
- You have the education or job experience in utilizing analytical skills and a keen interest in the areas of sustainable development and/ or digitalization.

- You carry technical knowledge and expertise in undertaking complex tasks, practical processes, and leveraging technological platforms for event organization, e.g., experience organizing an event on virtual conference platforms such as zoom.
- You have previous education or job experience in organizing scientific conferences/ workshops.
- You can create, organize, and maintain files systems, file-based databases (e.g. Excel), and written documents.
- You have strong communication skills, a sense of commitment, pay attention to detail, and enjoy working in a team.
- You can multi-task and prioritize tasks to meet agreed deadlines.
- You have a positive, pleasant attitude with good problem-solving skills.
- You are experienced in navigating international working environments (preferred prerequisite).
- Novice or intermediate proficiency in data analysis in R/ Python is a plus.
- Self-driven to utilize resources to increase proficiency and ability to perform duties and responsibilities using Sciebo, Google apps, MS Office Suite, R, etc.

Please submit the following documents:

- A Cover Letter illustrating your qualifications, why you are interested in this position, and what you are looking to gain from this experience
- A current resume detailing relevant office and/or field experience
- Contact information for one professional and/or personal references

Please send all the relevant documents combined in one PDF file via email to Dr. Mahsa Motlagh (mahsa.motlagh@uni-bonn.de) by **November 30, 2020**.