Job Offer for Student Assistant

The working group Human Geography at the Institute of Geography of Johannes Gutenberg-University Mainz is looking for a student assistant (m/f/d; with or without a B.A./B.Sc. degree) to support it in performing varied tasks. Working time amounts to 5 hours a week.

Your Responsibilities include:
- Preparing literature for publications and different teaching formats
- Editing manuscripts/publications (formatting, layout)
- Providing homepage and database support
- Assisting with the organisation of workshops and events
- Carrying out common work as a student assistant

Requirements:
- Interest in human geographic topics
- Excellent knowledge of current MS Office applications
- Good knowledge of applications included in Adobe Creative Cloud (especially InDesign and Photoshop)
- Good knowledge of website support using WordPress
- Excellent English language skills, both written and spoken
- Good expertise in basic techniques of academic work (e.g., literary searches in relevant databases, citation methods)
- Personal commitment and ability to work independently

We offer you:
- A challenging and varied job opportunity with exciting insights into the academic research programme of the working group Human Geography
- Flexible working hours.

Ideally, you study towards a B.Sc. or MA degree in Human Geography at the Institute of Geography of Johannes Gutenberg-University. Students enrolled in other social or cultural studies programmes are also encouraged to apply for this position.

The position shall be filled by 1 April 2021. Please send your application with the usual documents and information (cover letter expressing your motivation, curriculum vitae, certificates and/or academic achievements acquired so far) as PDF document by 1 March 2021 to: d.moll@geo.uni-mainz.de