Call for Website Assistant
– International Center of Development and Decent Work, Graduate School of Socio-Ecological Research for Development

The ICDD Graduate School for Graduate School of Socio-Ecological Research for Development is currently seeking to hire a student assistant for 5 months (July-December). The Website Assistant will be responsible for development of an online-based postgraduate application and presentation of ICDD alumni on the website of ICDD

Please read the information below for more guidelines on the position as well as prerequisites for the role.

Description of the position (tasks and responsibilities):

- Coordinate the production process (communication with ICDD members and ICDD alumni) for their presence in the website
- Support Graduate School Coordinator (*GSC*) in communicating with different actors.
- Provide inputs and guidelines to ICDD alumni and ICDD members
- Ensure visual appearance of online based post-graduate application.
- More specifically:

i-) networking of potential PhD candidates and researchers from the ICDD network

ii-) networking of ICDD alumni on a publicly accessible online platform.

- **Your Qualifications:**
- Creative and problem solver
- Good time management skills
- Ability to self-organize and manage steps within a project
- English language (at least C1 level)
- Knowledge of basic website software

Period of employment:
01. July 2020 – 31 December 2021

Working Terms:
Contract of 40 Hours/Month

Payment:
Based on HiWi rates set by the university and degree earned[i]:

Application Procedure:

If you are interested in applying for this position, please email your complete application package to management@icdd.uni-kassel.de and cc graduateschoo@icdd-uni-kassel.de. The application package should consist of:

- 1-page cover letter explaining why you'd like the job
- curriculum vitae

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[i] https://www.uni-kassel.de/intranet/themen/arbeitsplatz-u-personal/beschaeftigungsverhaeltnis/stellenbewirtschaftung/personalkosten-hilfskraefte.html