

## Job Announcement

### Two Positions as Student Assistant (STUMAK)

(March 2021 to June 2021 – 10 hrs./ week)

Reference number: #2021/Am\_2

The **Department of American Studies** at the University of Graz seeks applications from B.A., M.A., and Lehramt students in Anglistik/Amerikanistik interested in working as a student assistant for **four months** (March 2021 – June 2021) as part of the “Amerikanistik 2” team (Prof. Brandt). Note: These positions are subject to the final securing of finance.

#### Responsibilities & Duties

- Organizational support
  - o Preparation of materials for courses (Moodle, seminar handouts, databases, etc.);
  - o Organizational help with Certificate “American Film and Television Studies”;
  - o Technical/organizational support with the upcoming online journal *AmLit – American Literatures*;
  - o Technical support with guest lectures.
- Proofreading of academic texts and presentations in American Cultural and Literary Studies.
- Assistance with the Media Archive for American Studies in Heinrichstr. 18 (staffing and assistance during opening hours, inventory, administration of film lists, etc.).

#### Qualifications

- B.A., M.A., and Lehramt students in Anglistik/Amerikanistik (at least 3<sup>rd</sup> semester B.A. in the winter term) with a focus on American Cultural/Literary Studies;
- Basic knowledge of American Literary and Cultural Studies and especially American cinema (desirable);
- Proficiency in using online platforms, experience with research tools and databases;
- Excellent knowledge of English (native or near-native speaker);
- Soft skills (communicative competence, organizational skills, flexibility, ability to work independently and proactively, team-working skills, etc.).

To apply for one of the two positions, please send your application materials (in English), consisting of a **short letter of motivation** (including information on your research interests and especially your planned bachelor's/diploma/master's thesis), **CV**, and **transcript of records** (*Studienerfolgsnachweis*), **all in one document** (in PDF form), to [stefan.brandt@uni-graz.at](mailto:stefan.brandt@uni-graz.at)

**Important note:** You have to be enrolled as a student at the University of Graz in order to apply. Applications from Ph.D. students cannot be taken into consideration for legal reasons.

In your application, please mention the reference number for this job: #2021/Am\_2

**Deadline:** Thursday, December 31, 2020, 6 p.m. (18:00 Uhr) (via email)

**Skype interviews** will be conducted in January. Please check your email regularly.

**Contact:** Univ. Prof. Dr. Stefan L. Brandt  
Institut für Amerikanistik, Professur Amerikanistik II  
Arbeitsbereich für Amerikanische Literatur- und Kulturgeschichte  
mit Schwerpunkt (Trans-)Nationalitäts- und Raumforschung  
Karl-Franzens-Universität Graz  
Heinrichstr. 18/I  
A-8010 Graz