

## Job Announcement

### Student Assistant (STUMAF)

(October 2016 to February 2017 – 7.5 hrs./ week)

Reference number: #2016/Am\_5

The **Department of American Studies** at University of Graz seeks applications from B.A., M.A., and Lehramt students in Anglistik/Amerikanistik interested in working as a student assistant for **five months** (Oct. 2016 – February 2017) as part of the “Amerikanistik 2” team (Prof. Brandt).

#### Responsibilities & Duties

- Organizational support
  - o post-conference work, »In-Between: Liminal Spaces in Canadian Literature and Culture«;
  - o preparing materials and agendas for winter term 2016/17.
- Help with preparation of the following publications
  - a. *Fantastic Cities: American Urban Spaces in Science Fiction, Fantasy and Horror*;
  - b. *In-Between: Liminal Spaces in Canadian Literature and Culture*.
- Proofreading of academic texts and presentations
- Coordinating tasks, participating in organizational meetings, creating/editing reports
- Assistance with the department's Media Archive and/or the special film collection

#### Qualifications

- B.A., M.A., and Lehramt students in Anglistik/Amerikanistik (at least 3<sup>rd</sup> semester) with a focus on American Cultural/Literary Studies;
- Background in Urban Studies, Science Fiction, and/or Liminality Studies (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 the position, please send your application materials (in English), consisting of a short letter of motivation, CV, and transcript of records (*Studienerfolgsnachweis*), preferably as PDF documents, to [stefan.brandt@uni-graz.at](mailto:stefan.brandt@uni-graz.at)

**Important note:** You have to be a student (B.A., M.A. or Lehramt) in order to apply. Applications from postgraduate students (with a finished M.A. or Diploma) will not be accepted.

In your application, please mention the reference number for this job: #2016/Am\_5

**Deadline:** Wednesday, September 21, 2016, 6 p.m. (18:00 Uhr) (via email)

**Contact:** Univ. Prof. Dr. Stefan L. Brandt  
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