

With its 4,300 employees and 32,500 students, the University of Graz provides an exciting and varied work environment. Given our expertise in research and teaching, we are a central institution in Styria.

The Institute of Romance Studies is looking for a

Student Project assistant

(20 hours a week; fixed-term employment for the period of 1 year; position to be filled as of October 2nd 2017)

The project position is advertised through an initiative of the Faculty of Arts and Humanities by means of recruiting awarded and well advanced masters students. The student project assistant will be encouraged to complete a scientific study in Romance Studies with an independent research project (Master's thesis) with excellent good success. At the same time, the jobholder supports his/her fellow students professionally as mentor with their Bachelor studies.

Job specification

- Pursuing a Master's Degree at the Faculty of Arts and Humanities with excellent good success
- Mentoring: professional support of undergraduate students especially in writing their Bachelor's thesis

Professional qualifications

- Excellent Bachelor's Degree (for Degrees after 1st of October 2014, grade point average below 2.0 and at least 30 ECTS/Semester).
- Very good performances in the current Master's Programme (grade point average below 2.0 and at least 30 ECTS/Semester).
- Very good command of English.

Personal profile

- Ambition
- Communication and social skills
- Organizational skills and ability to work in a team
- Ability to work well under pressure, flexibility
- Self-responsibility

Application documents:

- CV
- Letter of motivation
- Transcript of records (Bachelor, Master)
- Bachelor's Degree
- Draft of Master's thesis (max. 5 pages, incl. time line and list of publications)
- Please include 2 references (professors or associate professors) willing to provide a commendatory letter

Classification

Salary scheme of the Universitäten-KV (University Collective Agreement): C

Minimum salary

The minimum salary as stated in the collective agreement and according to the classification scheme is EUR 978.00 gross/month. This minimum salary may be higher due to previous employment periods eligible for inclusion and other earnings and remunerations.

Application Deadline: **May 31st 2017**

Reference Number: **MB/89/99 ex 2016/17**

The University of Graz strives to increase the proportion of women in particular in management and faculty positions and therefore encourages qualified women to apply.

Especially with regard to academic staff, we welcome applications from persons with disabilities who meet the requirements of the advertised position.

If you are interested, please submit your application documents within the stated deadline to:

bewerbung@uni-graz.at

Karl-Franzens-Universität Graz
Personalressort
Universitätsplatz 3
8010 Graz