

# POSITION ANNOUNCEMENT

**ISP Student Assistant  
25 - 30h (from February or March 2014)**



## Duties:

- Applicant's, student enquiries
- ISP internet presentation maintaining
- Brochures, flyers, presentations etc.
- ISP student network

## Qualifications:

- Fluency in English and German language
- Extracurricular activities – SIMP-SON, IKUS, RIA etc.
- Networking and Managing skills
- Ability to work independently
- Project development and implementation
- Possess basic web design knowledge (EGOTEC V) – training session will be provided
- Good communication skills and problem solving abilities
- Intercultural experience
- Successfully completion of 2 study terms at OvGU

Students with ambitions to assist ISP students and staff members are encouraged to apply. You are open minded, close related to the ISP program and interested to work at the ISP office for a long term? Please apply. Examination and semester break deals are negotiable. Prior **SIMP-SON** team engagement is beneficial.

Please submit your application documents online (motivation letter, CV) to the ISP Office:

➤ **manec@ovgu.de** until **December 19th, 2013**

Inquires can be made to: Ms. Grit Voigt via manec@ovgu.de