

The E³UDRES² Team is looking for a

Student Assistant @ St. Pölten University of Applied Sciences (Austria)

Start as soon as possible (ideally by February 2022) // **Part-time employment** - 11 hours per week // **Fixed-term contract for 6 months** (with possibility of extension) // **Payment** for student assistants is based on the UAS hourly rate which currently amounts to 9.63€/hour + aliquot special payments (for more info, please refer to the company profile of St. Pölten UAS in the [Career Center](#)) // **Flexible working conditions** (Home Office + on-site at St. Pölten UAS)

What we need your help for

- Support with administrative activities (e.g. preparation of documents)
- Supporting and taking over own tasks in the organization of (international) events
- Support in the preparation, realization and follow-up of national and international meetings (virtual and on-site)
- Creation of text drafts for websites, social media, newsletters, etc. in English
- Optional: content creation for social media (Facebook, Instagram, LinkedIn, YouTube)

What you should bring

- Student at St. Pölten University of Applied Sciences
- accurate, independent, and reliable personality
- good command of English (spoken & written; international environment)
- good MS Office skills
- an eye for visuals and corporate design
- **Cherry on top:**
 - good to advanced knowledge in video and image editing
 - good sense for language and expressions
 - advanced MS Teams skills (for online events and conferences)

Sounds interesting? The E³UDRES² team at St. Pölten UAS looks forward to hearing from you! Please send your application with CV and short letter of motivation (1/2 to 1 page) to office@eudres.eu. Deadline for applications: 30 January 2022 (extension possible).