

JOHANNES GUTENBERG-UNIVERSITÄT MAINZ – D 55099 Mainz

From **01.12.2023** on, we are looking for a **student assistant** to support the coordination of our **Master's Program in International Economics and Public Policy (MIEPP)**.

Scope of duties - Consultation of prospective master students (tasks include replying to email inquiries, answering phone calls etc.)

- Assisting the program directors in marketing the program
- Website maintenance (WordPress)
- General support of the MIEPP team

Requirements:

- Student of MSc. International Economics and Public Policy (first or second semester)
- Very good command of (both oral and written) English and German
- Good communication and teamwork skills
- Skills in picture editing and/or Powerpoint are desirable
- Dedication to the MIEPP program
- Good organizational skills
- Sense of duty and responsibility

Working hours: 6 hrs per week.

Application: **Closing date for applications: 10.11.2023**
(by mail to LsHarms@uni-mainz.de)

to: **Prof. Dr. Philipp Harms**
FB 03 - VWL, International Economics
Johannes Gutenberg-University
55099 Mainz

Please provide us with the following documents/information:

- Letter of motivation
- Curriculum Vitae (if possible incl. ID picture)
- Transcript of records
- Expected availability
- Indication of computer literacy and command of languages
- Bachelor's degree certificate
- References from previous employers, if applicable

Information: Layla Garbers, E-Mail: master-economics@uni-mainz.de

FACHBEREICH 03
Rechts- und Wirtschaftswissenschaften

Lehrstuhl für Volkswirtschaftslehre,
insb. International Economics

Univ.-Prof.
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