

[ENG] The Gender and Diversity Office of the Africa Multiple Cluster of Excellence at the University of Bayreuth is interested in hiring a

Student Assistant (f/m/d)

The range of tasks:

- Management and processing all digital recordings of the Gender and Diversity Office (GDO) events in the next year – so that these can be processed into the Panopto format, vetted with input from the GDO [and that of the other participants] and finally fed into the Digital Research Environment (DRE). There will also be transcription work involved, which is necessary for publication purposes.
- Work on the Intersectionality Critical Diversity Literacy [ICDL] Bibliographical Database that would need such assistance both before it is launched and when it has been launched with regard to technical maintenance and liaising with the DRE team for updates and any other mode of software synchronisation.
- Setting up and Coordination of ZOOM meetings with the ACC Gender and Diversity Officers for collaborative meetings.

Frame conditions are:

- 40 hours a month [i.e. 10 hours a week]
- Flexible working hours by arrangement
- Compensation in accordance with the applicable regulations for student assistants

The applicant is expected to have the following:

- Very good EDP [electronic data processing] knowledge (e.g. Microsoft Office, Databases and Documentation Systems administration)
- Very good written and verbal skills in English and German
- Experience in the areas of office and project management
- Very good communicative competence and quick thinking
- Independence, individual initiative, self-confidence and the ability to work in a team
- Basic knowledge of Intersectionality and Critical Diversity Literacy Approaches

Additional desiderata:

- Other foreign languages (e.g. French)
- Basics of Content Management Systemen (CMS Fionia)

Please address your applications in English to the Director of the Gender and Diversity Office, Africa Multiple Excellence Cluster, Dr. Christine Vogt-William. Please send your applications only via Email in a single PDF document (max. 30 MB) by 15 November 2023 to africamultiple-gdo@uni-bayreuth.de and Christine.Vogt-William@uni-bayreuth.de. Please address any enquiries to Dr. Christine Vogt-William [Christine.Vogt-William@uni-bayreuth.de].

All submitted applications will be considered independent of the following aspects: ethnic identity, citizenship, religion, gender, (dis)ability. Applications from group members in terms of diversity are expressly encouraged.

Further information about the Africa Multiple Cluster of Excellence can be found at:

www.africamultiple.uni-bayreuth.de