



Hamburg, 3rd January, 2023

– Student assistants (m/f/d) wanted –

As the **Sustainability Office of the Universität Hamburg**, we are looking for motivated student assistants (f/m/d) to support our activities starting from **1st March 2023** with availability for **30-50 hours per months**.

Your tasks:

- You assist in the projects of the sustainability office, especially in:
 - Data collections for sustainability
 - Online information search on sustainability topics
 - Organization of events such as open plenary sessions and the sustainability festival
 - Administration of sustainability working groups, e.g., on climate protection
- You help with general administrative activities.

Subject areas:

- Sustainability, Climate Protection, Recycling, Sustainable Mobility, Green IT, Fairtrade, Social Sustainability, and many more.

Qualifications/Requirements:

- You are enrolled at the University of Hamburg
- You are able to work independently and accurately
- You have very good command of English and are fluent in German
- You are familiar with MS Office, especially Excel and PowerPoint
- Additional skills that would be beneficial: video/audio editing, programming, analysis of statistical data.

Next to the predetermined salary for student assistants, we offer a great work atmosphere in a young, dynamic team, flexible working hours as well as insights into our current activities.

We are looking forward to your application (cover letter including a short statement of motivation, CV, transcript of records and possibly additional references), which you please send until January 31st, 2023 via e-mail to laura.marie.edinger-schons@uni-hamburg.de. If you have any further questions, please do not hesitate to contact us.