CALL FOR APPLICATIONS

IT assistant (f/m/d) wanted!

The Institute for Communication Science (IfKW) is looking for a student assistant / research assistant for IT support and website support from **01.04.2021.**

Hours & Compensation: **20h/month € at 9,50 €/h (Brutto)**
(*student assistant*); or

18h/month € at 10,30 €/h (Brutto)
(*research assistant with a B.A. degree*)

Your tasks:

- **Help** the institute's staff **to solve hardware and software problems**
- **Software and Hardware procurement, installation and setup.** You obtain quotes advise us on the procurement of hardware and software, as well as with conduct its installation and setup at IfKW.
- You **are familiar** with external network drives, its installation and management, as well as help (new) staff to discover it.
- **Support** us with editing our IfKW website via its point-and-click EGOTEC system (no coding required).
- **Contact person** for information mails from the University's computer center.
- Help draft a basic IT-manual containing 'how-to' so that one can perform do simple IT-tasks.

We offer:

- **flexible working hours** with the possibility to work independently
- **longer-term employment**
- a **workplace** on the campus **in the city center** (Ernst-Abbe-Platz)

You bring with you:

- Student status with at least 1 year of study remaining.
- **In-depth software knowledge,** especially in MS-Windows
- Motivation and creativity in solving IT problems
- Interest in current developments in the software and hardware sector
- Willingness to participate in occasional training or information events
- Reliability, conscientiousness and (self-)initiative
- Good language skills in German and English

Please send your application **until the 28th February** by e-mail with the usual documents [**short motivation letter, scholarly transcripts, CV**] in a PDF under the subject: "Application IT assistant" to flavio.azevedo@uni-jena.de**.** If you have any **questions,** please contact the institute's IT-manager **Mr. Flavio Azevedo** by e-mail (flavio.azevedo@uni-jena.de).