

Job Advertisement: Student Assistant

The Center for Development Research (ZEF) is looking for a **student assistant** (SHK/WHF) for **15-19 hours per week**.

ZEF is an institute of the University of Bonn and runs an English- speaking doctoral program called *Bonn International Graduate School for Development Research (BIGS-DR)*. The student assistant supports this doctoral program and its international doctoral students.

Your tasks:

- Supporting doctoral students concerning visa formalities and enrollment,
- Organization of social events for doctoral students,
- Organizational support for courses and workshops in the doctoral program,
- Support doctoral students in the administration of research funds,
- Maintaining the Alumni database,
- Creating statistics and presentations.

Your profile:

- Student, preferably in your BA studies,
- Excellent English and German language skills, both written and spoken,
- Proficiency in the Microsoft Office suite,
- Intercultural competence,
- Very good self-organization, reliability and ability to work in a team.

You must be enrolled at Bonn University and should be a resident of Bonn. Please apply with a letter of motivation, a CV, and a copy of your student ID. Please combine the documents into **one PDF file**, name the file `Application_Name_FirstName` and send it with the Subject "Application Name FirstName" to big-s-dr@uni-bonn.de.

The position is offered for one year, with the option to extend it. The payment is according to the University of Bonn regulations.

Please direct all questions regarding the position advertised to Dr Silke Tönsjost (big-s-dr@uni-bonn.de).

The application deadline is the 22nd of May 2026.