

WTI, University of Bern
Hallerstrasse 6
CH-3012 Bern, Switzerland

T +41 31 631 32 70
F +41 31 631 36 30
www.wti.org

MILE Fellow 70%

The World Trade Institute (WTI) is a centre of advanced studies of the University of Bern. It is a forum for interdisciplinary research and teaching in international trade law and economics, fostering interaction between students and professionals, and allowing researchers and practitioners to pool their expertise. The WTI flagship academic programme is the Master of International Law and Economics (MILE).

In co-operation with the Director of Studies and a second programme fellow, you will be responsible for organising the weekly course modules of our Master of International Law and Economics. This includes the preparation of course materials, administrative tasks, co-ordination with and support of lecturers and interaction with the international group of students on logistical questions. You will need to be able to work 100% in some of the weeks.

The successful candidate will have

- A Bachelor's Degree or equivalent, preferably in Law, Economics or Political Sciences
- Excellent oral and written English proficiency (native speaker a plus)
- Ability, interest and cultural sensitivity to work in a highly diverse and international environment
- Interest in questions related to the international economy, world trade, international politics and globalisation
- Very good social and communication skills
- Ability to work in a structured, efficient and independent way and be keen to cope with new challenges
- Strong office applications skills (MS Word, MS Excel, Email, Internet searches)

The starting date for the position is July 1st, 2010 (negotiable). To apply, please send your application **in English** (including a cover letter, a short CV, and two letters of recommendation or employer's references) to the Director of Administration, Margrit Vetter, by email: margrit.vetter@wti.org. The closing date for receipt of applications is June 1st, 2010.

Those candidates that are short-listed will receive notification by June 15th, 2010. Short-listed candidates will be required to attend an interview and may be asked to sit a short, ad-hoc exam to test their language and IT skills.

Terms and conditions of employment are subject to the regulations of the University of Bern (<http://www.pers.unibe.ch/>) and depend, in particular, on the successful candidate's educational background, age and work experience.