

Student Fellow for Administration

40% from 1 of July 2026 (or upon agreement)

The World Trade Institute (WTI) at the University of Bern is a leading academic institution dedicated to studies, teaching and research in international trade and investment regulation, economic globalisation and sustainability. As a centre of excellence at the University of Bern with an international, interdisciplinary focus, we explore the interconnections between the fields of law, economics, and political science.

Tasks

The WTI team is looking for a student fellow, who can assist the WTI Team with administrative and communication support for its programmes, courses, seminars, and events. Tasks include, among some; upload reading material to student platforms; compile surveys; analyse the results from the WTI's weekly courses; provide support for the WTI Library; updating CRM database; support with the website and social media and assist with event management.

Requirements

- Bachelor or Master-level student in topics related to WTI (Law, Economics, International Relations)
- Fluent in English (good knowledge of German is preferable)
- Good knowledge of Microsoft Office (Excel, PowerPoint, Word)
- Strong organizational and administrative skills
- Flexible and open to take on tasks not specified in the job description
- Experience working in an academic and international environment
- Ability to work in teams as well as independently
- Students must be matriculated at a University in Switzerland, and have a valid working permit (if non-Swiss citizens)

We offer

The WTI provides an international, multicultural atmosphere as well as flexible working hours, modern infrastructure, and attractive options for employees.

The salary follows the guidelines of the University of Bern and depends on the qualification of the successful candidate.

Please send your application (including CV, motivational letter, diploma copies and references) electronically in one PDF file to Karin Rosenberg: Karin.rosenberg@unibe.ch

Applications will be reviewed on a rolling basis.

The World Trade Institute will be only reply to short-listed candidates.