

We are seeking a

Student Assistant for the Graduate School (up to 20 %)

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 Programme Administrator, 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.

The successful candidate will have

- A Bachelor's Degree or equivalent, preferably in Law, Economics or Political Sciences
- Excellent oral and written English proficiency
- German preferably
- 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, web-edition, ILIAS, KSL)
- Student at University of Bern, Neuchatel or Fribourg (BENEFRI)
- Swiss nationality or valid Swiss work permit

The starting date for the position is 1 April 2021 (negotiable). To apply, please send your application **in English** (including a cover letter and a short CV) to the Director of Administration, Margrit Vetter, by email: margrit.vetter@wti.org. The closing date for receipt of applications is 1 February 2021.

We offer

- The WTI provides an international, multicultural atmosphere as well as flexible working hours, modern infrastructure and attractive options for employees.
- Attractive workplace in the City of Bern.
- The salary follows the guidelines of the University of Bern and depends on the qualification of the successful candidate.

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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.