



## **JOB OFFER: Student Fellow for the World Trade Institute**

**Job title:** Student Fellow

**Hours:** 30-40% from 1 February 2022 - December 31 2023

### **Description:**

The World Trade Institute (WTI) is a leading academic institution dedicated to studies, teaching and research in international trade and investment regulation, economic globalization 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.

The WTI team is looking for a student fellow, who can provide with administrative support for WTI's MILE & TRAIL+ Programme. The responsibilities includes coordination with and support of lecturers; preparing reports; update and maintain mailing lists and databases; social media research and analytics; compiling weekly reports, surveys and analyze results from WTI's weekly courses; as well as assist with event management and host Zoom sessions and assist with other IT support.

### **Requirements:**

- Bachelor or Master-level student in event management or in topics related to the WTI.
- Excellent German and English skills
- Strong organizational and administrative skills, flexible, reliable
- Experience working in an academic and international environment
- Experience with event management
- Ability to work in teams as well as independently

### **Application**

The deadline for applications is **November 30 2022**

To apply, please send us your motivation letter and CV to the Administrative Director by email: [karin.rosenberg@wti.org](mailto:karin.rosenberg@wti.org)

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