

## Student Fellow for WTI's Summer Academy courses and World Trade Forum 40% from 1 June – 31 October 2022

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 is hosting its annual Summer Academy courses in June and July. During these weeks, there will be participants from all around the world attending these courses taught by leading experts in their fields. In September, the WTI is organizing the World Trade Forum, an event that brings together various stakeholders to discuss topics related to the world trading system.

### Tasks

We are looking for a student fellow, who can assist with administrative tasks to facilitate WTI's Summer Academy courses and the World Trade Forum. The responsibilities includes coordination with and support of lecturers, interaction with the international group of participants on logistical and related questions, preparing reports, assisting with catering, hotel reservations and room facilities, as well as hosting Zoom sessions and other IT support.

### Requirements

- Bachelor or Master-level student in event management or in topics related to the WTI
- Matriculated at the Universities of Bern, Neuchâtel or Fribourg (BeNeFri)
- 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

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, possible references) electronically in one PDF file to Karin Rosenberg: [karin.rosenberg@wti.org](mailto:karin.rosenberg@wti.org)

Application deadline: 22 April 2022.

Short-listed candidates will be invited for an interview between 25 - 29 April 2022.