

**The Chair of Management Science / Operations and Supply Chain Management
(Professor Alena Otto)**

is seeking

Student Assistants

for immediate start. Candidates should be available for at least **20 working hours** per month; an increase in the contractual working hours is possible if required. Remuneration is currently **€12.41** per hour.

What we expect:

- Good or excellent academic performance.
- Effective communication in German and English, reliability, and teamworking skills.
- Basic knowledge of web content management systems (in particular, TYPO3), Microsoft Office, and LaTeX.
- Prior knowledge or experience in web design and knowledge of programming languages would be desirable.
- Familiarity with the chair and its courses would be an advantage.

Your duties will include:

- Overseeing and maintaining the communication channels of the chair (website, printed posters, advertisements etc.)
- Familiarising yourself with TYPO3 and developing, redesigning and improving the chair's website.
- Assisting the chair in preparation of teaching materials, research and with organisational tasks.

The University of Passau wishes to increase the proportion of its female staff and expressly encourages women to apply for the position. This position is suitable for people with disabilities. Persons who are registered disabled are given preference over non-disabled applicants who do not otherwise have statutory preferential status if their overall personal aptitudes, skills, and qualifications are equal.

If you have any further questions about this position, please contact Amir Hosseini by e-mail at amir.hosseini@uni-passau.de

To apply, please send your full application (including your curriculum vitae, cover letter, your current HISQIS transcript as well as any other relevant transcripts and school certificates) as a single pdf file to sekretariat-otto@uni-passau.de, by no later than **15 December 2023**. E-mailed applications are kept on file for six months after the conclusion of the appointment procedure, whereupon they are deleted from our systems.

Please visit www.uni-passau.de/en/university/current-vacancies for our data privacy statement.