

As part of the **Project Internationalisation 2.0**, the Web Editorial Team is looking to recruit

Student Assistants for a video production

with an expected start date of June 9. The Student Assistants will be expected to work around 40 hours per month, part of which can be undertaken remotely / from home. The salary is 9.82 Euros per hour, rising to 10.45 Euros per hour on 1 July 2022.

Tasks

- Providing input and support during the conceptual and planning stages for the production of a series of short videos (primarily English language videos, primarily testimonial videos)
- Researching comparable videos
- Preparing and providing logistical support for the production
- Appearance in front of the camera as interviewer and/or as extra
- Liaising with participating students, staff and third parties
- Administrative tasks (e.g. collecting model release forms)
- Producing Closed Captions / Subtitles (no prior experience necessary)

Candidate requirements

- Enrolled student in their second or higher semester
- Very good written and verbal communication skills
- Very good verbal English language skills, with the ability to conduct interviews in English
- Confidence in front of the camera and the willingness to represent the University in videos
- Being well-organised, reliable and punctual are obligatory requirements for this role
- Good customer service and teamwork skills
- Experience with production of video content is an advantage, but not a requirement
- Knowledge of the Ukrainian language is an advantage, but not a requirement

Preparatory work for the video production will take place in June. We aim to shoot the videos towards the end of June. Work on subtitles and other post-production tasks can be undertaken after the exam periods / at flexible times. After the video project is completed, there may be opportunities to continue working as Student Assistant in the Web Editorial Team.

This position is suitable for students with registered disabled status. People with disabilities are given priority over candidates with broadly equal qualifications during the recruitment process.

Please submit the following documents via email to apply: a cover letter, your CV, your secondary school final certificate, language certificates (if you have any), any other documents that support your application.

Please send in your application documents, collected into a single PDF file, by

30 May 2022

to robert.holbach@uni-passau.de.

If you have any questions, please contact robert.holbach@uni-passau.de or telephone: +49 (0)851 509 1179.

Your electronic application documents will be kept for a maximum of six months after the application deadline, then deleted. Please read our [data protection](#) statement or visit <https://www.uni-passau.de/en/university/current-vacancies/> for further information.

Only the German version of this vacancy announcement is legally binding.