

Leipzig, 02 March 2023

Leipzig University seeks to fill the following position at the **German Centre for Integrative Biodiversity Research (iDiv)** Halle-Jena-Leipzig **from 01 June 2023** onwards:

**Student assistant (f/m/d)
for scientific conference support**

Work volume: 10-12 hrs/week

Duration: 3 up to 4 Months, depending on your availability

Salary depending on your personal profile: 12,00 €/h to 12,72 €/h

Place of work: iDiv in Leipzig,

Background:

The German Centre for Integrative Biodiversity Research (iDiv) Halle-Jena-Leipzig is a National Research Centre funded by the German Research Foundation (DFG). It is located in the city of Leipzig and it is a central institution of the Leipzig University. More information about iDiv: <https://www.idiv.de/en>.

In September 2023, iDiv will host the annual conference of the Ecological Society of Germany, Austria and Switzerland (GfÖ). We are looking for a student assistant to support the Scientific Events team in the conference organization, project management and communication.

Job description:

- Support project management and event coordination of the GfÖ annual conference, including general logistics and planning
- Assist with conception and realization of side programme of the conference, including social events, excursions and networking opportunities
- Preparation of book of abstracts (including formatting)
- Preparation of social media content, flyers and information material to support advertisement of the meeting
- Support with and handling of presentations for the conference

Requirements / expected profile:

- You are currently a BSc or MSc student in biology, life or environment sciences or any related discipline.
- Good communication skills in German and English
- Proficient use of Microsoft Power Point and Word
- Experience using Twitter and other Social Media platforms
- Ability to work flexibly and focused, also in a stressful working environment
- Good knowledge of Leipzig and surrounding area is of advantage
- Available for on-site support of the conference (11-16 Sep 2023)

Please send your application **per e-mail** in a **single PDF** to Kati Kietzmann:

kati.kietzmann@idiv.de

Applications should include:

- brief cover letter describing the applicant's motivation for the position and relevant experience
- curriculum vitae
- Digital copy of BA certificate if applicable

Severely disabled persons are encouraged to apply and will be given preference in the case of equal suitability. Please note that applying via email is not entirely secure under data protection law. The sender assumes full responsibility.

iDiv is committed to establishing and maintaining a diverse and inclusive community that collectively supports and implements our mission to do great science. We will welcome, recruit, develop, and advance talented staff from diverse genders and backgrounds.

The **German Centre for Integrative Biodiversity Research (iDiv)** is a DFG National Research Centre located in Leipzig and jointly hosted by the Martin Luther University Halle-Wittenberg (MLU), the Friedrich Schiller University Jena (FSU), the Leipzig University (UL) and the Helmholtz Centre for Environmental Research (UFZ). Its central mission is to promote theory-driven synthesis and data-driven theory in the emerging field of Biodiversity Science. The concept of iDiv encompasses the detection of biodiversity, understanding its emergence, exploring its consequences for ecosystem functions and services, and developing strategies to safeguard biodiversity under global change. More information: www.idiv.de.