



15 December 2017

Job Vacancy

Prof. Dr. Kern Alexander invites applications for the position of

Research / Personal Assistant (40% - 60%)

Starting 1 February 2018 or later agreed date.

The position is open to applicants with a degree in Law, the Social Sciences or Humanities. The requirements are:

- Fluency in both English and German (both C2 or above)
- Independent work approach, commitment, highly reliable and diligent
- Strong organisational skills
- Excellent typing skills
- Command of computer programmes, particularly MS Word and MS PowerPoint
- Familiarity with the structure and administration of the University of Zurich

Work will entail administrative duties at the chair, contribution to teaching and exams, and research for publications and scientific projects. Research could entail public policy and regulation issues.

The initial contract will be for a one year period in the first instance with possibility of renewal based upon satisfactory performance.

We offer diverse and challenging responsibilities (research and teaching) in an international environment with the opportunity to work on research projects at an advanced level.

Please send your complete application* by E-Mail to lst.alexander@rwi.uzh.ch by **12 January 2018**.

*Documents to be included in the application:

Mandatory:

- CV/resume
- 1 page letter of motivation
- Transcript of records: Bachelor's and Master's

Additional:

- Letter of recommendation from previous employer
- Language certificates if needed