



Research Assistant (part-time)

Application deadline: 2 June 2019

Start date: 1 September 2019 (or upon mutual agreement)

Duration: 12 months (renewable; subject to student status)

Tasks and responsibilities:

- Collaborate with the CCDP Head of Research on project proposals, fundraising activities and project reporting.
- Engage in research related to specific projects and initiatives of the CCDP.
- Actively ensure the visibility of the CCDP and its projects by contributing to a dynamic and regularly updated website; this includes the generation of content and requires a continual awareness of the research projects and other activities of the Centre.
- Facilitate the organisation of events; this includes logistics (venue, travel arrangements, catering etc.) as well as all related invitational materials.
- Manage the CCDP's in-house publications; this includes giving substantive feedback to authors, editorial and layout work, and liaising with graphic designers and printers.
- Reply to general external queries about the CCDP's activities and maintain the contact databases of partner organisations and interested persons, for the promotion of events and the distribution of publications.

Applicants must be enrolled in a Master's or doctoral programme of the Graduate Institute for the entire duration of the contract. The candidate should be fluent in English and have a solid knowledge of French. He/she must be able to write concisely and accurately, demonstrate a substantive interest in the research themes of the CCDP, and be strong in research methods. Knowledge of webpage construction and content management systems is not a strict requirement but would be an important asset.

Excellent communication and interpersonal skills, flexibility as well as the ability to manage multiple priorities are essential for this position.

To apply, please address a motivation letter with attached CV to Oliver Jütersonke and send it by email to ccdp@graduateinstitute.ch by 2 June 2019. Interviews will be held in the week of 3 June 2019.