

## Student Researcher (part-time)

**Application deadline:** 28 May 2020

**Start date:** 1 September 2020 (or upon mutual agreement)

**Duration and workload:** 12 months, 15 hours per week

### Tasks and responsibilities:

- Collaborate with the CCDP Head of Research on project proposals, fundraising activities and project management.
- 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, in addition to updating specific social media platforms such as Twitter and LinkedIn.
- Facilitate the organisation of events; this includes managing logistics (venue, travel arrangements, catering etc.) as well as all related invitational materials.
- Manage the CCDP's in-house and other publications; this includes editorial and layout work, and liaising with graphic designers and printers.
- Reply to general external queries about the CCDP's activities and actively participate in the implementation of outreach activities for the promotion of events and the dissemination of publications.

**Applicants must be enrolled in a Master's programme of the Graduate Institute for the entire duration of the contract.** Please note that this position is not compatible with other jobs at the Graduate Institute or with a scholarship.

The candidate should be fluent in English; a working knowledge of other languages will be considered an asset. 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.

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 [ccd@graduateinstitute.ch](mailto:ccd@graduateinstitute.ch) with the subject line "CCDP Student Researcher Application" by 28 May 2020. Interviews will be held in the week of 1 June 2020.