

Job Offer: Student Assistants (Hiwis) for International Event Planning

We are seeking **5 to 6 enthusiastic and organized student assistants (Hiwis)** to assist in planning and organizing an **international multiplier event** taking place in March. This is an exciting opportunity to contribute to a meaningful project on an international scale.

Key Details:

- **Position:** Student Assistants (Hiwis)
- **Duration:** 1 to 2 months
- **Start Date:** February/March
- **Location:** Tübingen

Responsibilities:

- Supporting the planning and coordination of an international multiplier event.
- Assisting with logistics, including scheduling, communication with participants, and venue preparations.
- Organizing and preparing the location on **March 18th and 19th** for the event.
- Providing on-site support during the event on **March 20th and 21st**.
- Handling administrative tasks related to event organization.
- Collaborating with the team to ensure the event's success.

Requirements:

- Enrollment at the university of Tübingen (proof of student status required).
- Strong organizational and time-management skills.
- Excellent communication skills in English
- Familiarity with event planning or project management is a bonus but not mandatory.

If you are interested in this opportunity, please send a **short statement of motivation** outlining your relevant skills and experience, and how you can contribute to the event to **denise.loefflad@uni-tuebingen.de**. Applications will be reviewed **as soon as possible**, so we encourage you to apply promptly.

We look forward to hearing from you and potentially working together to make this event a success!