



Administrative Assistant Internship

We are looking for an Administrative Assistant to join our team at the Vienna Master of Arts in Human Rights

ABOUT THE VIENNA MASTER OF ARTS IN HUMAN RIGHTS

This programme offers a unique opportunity to study Human Rights in an international, interdisciplinary and practice-oriented environment. We aim at providing our students with the scientific knowledge and the practical skills to work in governments, international organisations, development agencies, business corporations and civil society organisations. We seek to promote an academic and social environment that engages in team building exercises, study trips and workshops while cultivating an open culture of communication.

TASKS AND RESPONSIBILITIES

- Administrative support: assisting with all aspects of administrative management, conceptualization of supporting documents, monitoring and maintaining social media presence and the website, evaluation of lectures etc.
- Research support on topics related to human rights and internal library maintenance
- Organisational support of various meetings and events, for example a field trip to Kosovo

REQUIREMENTS

- Sociable, proactive, considerate, team player, innovative, flexible with good communication and writing skills
- Fluency in English, knowledge of German language is an asset
- Computer literate in standard software applications; Good Microsoft Office skills
- Interest in Social Affairs and Human Rights Issues
- Applicants must be able to receive a scholarship through the **Erasmus+ Traineeships** programme of their university

WHAT WE OFFER

- Exciting environment of the University of Vienna and the diverse field of Human Rights
- Possibility to attend lectures of the Master Programme and extra-curricular events
- Involvement in additional practical activities and study visits (ex: field trip to Kosovo)

HOW TO APPLY

If you are interested in the position please send a **motivation letter** (max. 1 page) and your **CV** to humanrights@univie.ac.at with the **subject** "Administrative Assistant Internship".

All academic backgrounds are welcome!

Time and duration:	The internship will start in October 2019 and lasts 6 months
Working hours:	Part-time (30h per week)
Location:	Vienna, Austria
Application deadline:	10.09.2019
Website:	http://www.postgraduatecenter.at/humanrights/home/