

ASiiA Job Offer

Reference Number	1001
------------------	------

Job title and application settings			
Job Title	Translator		
Start Date	Annually in January, April, September	Ideal End Date	Negotiable
Application Deadline	3 months prior to planned start date	Internship Duration	3 months
Hours Per Week	35	Flexible on Dates?	yes

Company Information			
About the Company	LEOSAXONY is the ASiiA program coordinating office in Germany. It is moreover, a service unit for 18 Saxon universities, coordinating international educational and mobility projects and promoting student mobility through internship abroad programs.		
Contact Person	For further information please contact Claudia Schönherr	Email	asiia@leo.tu-dresden.de

Internship Details																	
Tasks	<p>Support the ASiiA student community by encouraging social gatherings and organizing activities to discover the region (cultural program). Develop communication and marketing material to meet the participants' needs.</p> <p>Support German ASiiA participants with their application material. Assist the office director with raising awareness of the ASiiA program and widening the network of contacts for ASiiA.</p> <p>Perform daily administrative tasks to support the ASiiA management team.</p>																
Supervision/ Monitoring	The student will be monitored by the coordinator of the project he/she is working in and by the director of the office.																
Required Skills to Fulfil Tasks	The evaluation is planned as follows: Regular following-up of progress, final evaluation of results in the last week of the internship, preparation of a letter of recommendation.																
Required Computer Skills	The ability to work independently and with a team are necessary traits. The student must be able to communicate with the other staff in the office.																
Field of Study Required	Adequate experience with all Microsoft Office programs is necessary. Some experience in website design is an advantage.																
Level of Studies Accepted	<table border="0"> <thead> <tr> <th colspan="2">Currently In</th> <th colspan="2">Already Completed</th> </tr> </thead> <tbody> <tr> <td>Bachelor's</td> <td><input checked="" type="checkbox"/></td> <td>Bachelor's</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Master's</td> <td><input checked="" type="checkbox"/></td> <td>Master's</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Ph.D.</td> <td><input type="checkbox"/></td> <td>Ph.D.</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Currently In		Already Completed		Bachelor's	<input checked="" type="checkbox"/>	Bachelor's	<input checked="" type="checkbox"/>	Master's	<input checked="" type="checkbox"/>	Master's	<input type="checkbox"/>	Ph.D.	<input type="checkbox"/>	Ph.D.	<input type="checkbox"/>
Currently In		Already Completed															
Bachelor's	<input checked="" type="checkbox"/>	Bachelor's	<input checked="" type="checkbox"/>														
Master's	<input checked="" type="checkbox"/>	Master's	<input type="checkbox"/>														
Ph.D.	<input type="checkbox"/>	Ph.D.	<input type="checkbox"/>														



Language Level Required	English C2- native German B2
Other Skills or Qualifications	---

Remuneration	
Payment	0 EUR
Non-monetary Benefits	0 EUR