

## ASiiA Job Offer

Reference Number	1000
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### Job title and application settings

<b>Job Title</b>	Translator		
<b>Start Date</b>	Annually in January, April, September	<b>End Date</b>	Negotiable
<b>Application Deadline</b>	3 months prior to planned start date	<b>Internship Duration</b>	3 months
<b>Hours Per Week</b>	35	<b>Flexible on Dates?</b>	yes

### Company Information

<b>About the Company</b>	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.		
<b>Contact Person</b>	For further information please contact Claudia Schönherr	<b>Email</b>	asiia@leo.tu-dresden.de

### Internship Details

<b>Tasks</b>	Translation of various materials including waiver, webpages, office documents. The student may also complete other tasks such as planning events for students. These items will be related to ASiiA as well as other programs that work with LEOSAXONY. The student will also assist German applicants of the ASiiA programme with application procedures, finding employment and the like.			
<b>Supervision/ Monitoring</b>	The student will be monitored by the coordinator of the project he/she is working in and by the director of the office. 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.			
<b>Required Skills to Fulfil Tasks</b>	The ability to work independently and within a team is a necessary trait. The student must be able to communicate with the other staff in the office.			
<b>Required Computer Skills</b>	Adequate experience with all Microsoft Office programs is necessary. Some experience in website design is an advantage.			
<b>Field of Study Required</b>	Translation- German			
<b>Level of Studies Accepted</b>	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"/>
<b>Language Level Required</b>	English C2- native German C1 – C2			
<b>Other Skills or Qualifications</b>	---			

Remuneration	
Payment	0 EUR
Non-monetary Benefits	0 EUR