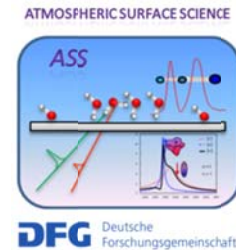


Student/scientific assistant for ECONOS 2020/2021 Conference

**Available from January to June 2021,
Working hours up to 40 hrs/month
Salary up to 500 Euro/month**

@...

Atmospheric Surface Science (ASS) Project
Institute for Meteorology and Climate Research (IMK)



The ASS project is a new line of research funded by the German Research Foundation (DFG) and established at the Institute for Meteorology and Climate Research - Atmospheric Aerosol Research (IMK-AAF) at KIT.

ASS organizes the 19th European Conference on Nonlinear Optical Spectroscopy (ECONOS 2020/2021), which will take place in Karlsruhe from May 30 to Jun 02, 2021.

We are looking for a committed and responsible student assistant. The tasks include organizational duties (e.g. website editing, participation management, documentation work ...etc.).

Your tasks include:

- Assisting the conference secretary
- Organizing the conference hotel and social events
- Editorial work (e.g. updating of website contents)
- Creation of Book of Abstract and flyers
- Participants and sponsors management
- On-site support for ECONOS 2020/2021 event

You are characterized by:

- Communication and organizational skills
- Reliable and independent working ability
- Very good knowledge of MS-Office (Word, Excel)
- Very good knowledge of English (spoken and written). Knowledge of German is preferable
- Enjoy working in a team.

Then we are looking forward to your application

Please send your application to ahmed.abdelmonem@kit.edu and sylvia.sullivan@kit.edu

ECONOS 2020/2021 Website www.econos-conference.org

15.09.2020