



Job Announcement

Working student, Academic Program Administration (40%)

February – August 2023 (with possible extension)

The Study Center Gerzensee, Foundation of the Swiss National Bank, serves as an international training and conference center for economists and central bank staff. We offer an excellent program of courses to doctoral students in economics at Swiss universities. We offer a renowned program of training courses for central bankers from all over the world. We also host a range of workshops, symposia and conferences, which attract leading scholars in economics.

We are looking for a working student who will support our staff in administering our course programs.

What you will do

- You will be responsible for preparing and administering the application process to selected courses.
- You will be responsible for corresponding with the lecturers and participants in advance of the courses.
- You will be responsible for the timely provision of course material to participants.
- You will coordinate the reservation of rooms and facilities in cooperation with the staff of our seminar hotel.

What you will bring

- You are currently enrolled for a degree (Uni / FH) in economics or a related field at the (advanced) bachelor / master level.
- You have excellent knowledge of German & English (business fluent).
- You are familiar with the MS-Office / MS 365 product family.
- You have administrative experience as an intern or in form of voluntary work.

What we offer

- Insights into the organization of an international training and conference center
- Independent responsibility for a variety of tasks
- Flexible working hours

Please send your application to jacqueline.rothacher@szgerzensee.ch.

Deadline for applications: 15 January 2023