



Job Announcement

Summer Intern, Academic Assistant (80-100%)

June – August 2023

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 to appoint a summer intern who will provide academic assistance to our course and conference programs. This position is ideally suited to a student considering (pre-doc) or pursuing PhD studies in economics.

What you will do

- You will provide academic assistance to our conferences & academic events (Preparation of conference program & material, on-site support to conference organizers and participants)
- You will provide academic assistance to our advanced courses for doctoral students (administer course material and homework assignments, on-site support to lecturers)
- You will support the preparation and implementation of courses for central bankers (administer course material, on-site support to lecturers)
- You will assist senior academic staff of the Study Center with their research projects

What you will bring

- You have completed / are pursuing a Masters degree or are currently pursuing PhD studies in Economics or a related field
- You are experienced with computing programs (matlab, EViews, R)
- You are (business) fluent in English and preferably have some knowledge of German
- You are familiar with the MS-Office / MS 365 product family

What we offer

- Opportunity to meet leading scholars from various fields of economics and central bank economists from all around the world.
- 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 (Motivation letter, CV, Transcripts) to jacqueline.rothacher@szgerzensee.ch.

Deadline for applications: 30 March 2023