

Publication date:
23 February 2024

Closing date:
20 March 2024

Scope of work:
19 hours per week (0.5 FTE)

Compensation:
Gross income €1309 month
+ 8% holiday allowance and a year-end bonus of 8.3%.



Vacancy: AUC Graduate Assistant in Services and Communications (S&C)

with a focus on graduate futures, residential life, alumni, promotion and prospective students.

starting 1 August 2024

AUC is looking for a (soon-to-be) graduate of the Class of 2024 to work as S&C Graduate Assistant from 1 August 2024 to 31 July 2025, for an average of 19 hours per week (approx. 2.5 days a week or 0.5 fte).

As Graduate Assistant you will take a gap year and be part of AUC's professional staff where you will have a varied task package through which you will gain professional work experience. You'll experience many learning opportunities while working with our professional staff. You will also play an important role in supporting areas of educational development at AUC. In turn, AUC staff will benefit from your input and insights coming from your close involvement with the AUC student and alumni communities. You will bring a first-hand perspective on different topics as outreach, alumni relations, event planning, student housing and promotion.

For this particular GA position we are looking for a graduate with:

- a passion for AUC and higher education in general;
- a positive and can-do attitude;
- strong presentation and communication skills;
- a varied network within AUC's student body;
- a good eye for promoting our study programme to prospective students;
- well-developed skills with MS Office (Excel, Word, Outlook, PowerPoint);
- a self-starter mentality, with an eagerness to learn independently but not afraid to ask questions.

Additionally:

- a good command of the Dutch language is considered an advantage;
- experience in event organisation and event hosting is an advantage.

Importantly, you will need to be prepared to cope with diverse tasks that also differ in their peak moments and workload. This will make demands on your ability to prioritise, manage your time, take responsibility and multitask.

The S&C Graduate Assistant reports to the Department Head of Services & Communications. You will be consulting regularly with the team to ensure that your activities are well integrated with the established working pattern and expertise of AUC's professional support services.

As you will primarily be part of the Services and Communications Team, your core tasks will include (but are not limited to) the following activities:

- Communication with prospective and current students, managing of inquiries;
- Creating content for social media and extending the content calendar, tailored to prospective students.
- Planning activities for prospective students (for example school visits and fairs) and scheduling Student Ambassadors to represent AUC at these activities.
- Providing campus tours and information sessions (sometimes outside of regular work hours, and may include travel);
- Providing assistance for and representing AUC at outreach events and ongoing activities such as Open Days and Welcome Days;
- Aiding in the organisation of events such as the annual Capstone Seminar, Introduction Week and Graduation Ceremony;
- Supporting AUC's career preparation events and alumni relations (Graduate Futures);
- Liaising with AUCSA, Student Council and other student committees/organisations especially surrounding collaborative efforts and joint events;

The GA will start in summer, first by organising introduction week, and also by working together with DUWO & AUC Tenants Association on residential matters.

There will also be room for each GA to work on projects that interest them, and where they can put their newly learned office skills, project management skills and problem-solving skills into practice.

What we offer:

You will be employed through the University of Amsterdam on a one-year temporary employment contract. We offer a salary on scale 6, step 2 (= €2618 gross per month for full-time 38 hours, therefore approx. €1309 gross income per month for 19 hours). We additionally offer an extensive package of secondary benefits, including 8% holiday allowance and a year-end bonus of 8.3%.

Permitting space, we could potentially offer housing in the AUC dorms if requested. Combining this role with the RA position is also possible.

Questions?

Please attend the information session with the current Graduate Assistant, Annemoon Westland, on Thursday 7 March at 13.00 in Room 1.01A in the Academic Building. You may also schedule a short individual meeting with the current GA by emailing Annemoon Westland (a.m.westland@auc.nl). For further information, please contact Marcus Smit, Team Leader of Services & Communication (m.d.smit@auc.nl).

To apply:

Send your motivation letter (no more than 1-2 sides of an A4 outlining your suitability for the position and what you can bring to the role) with your CV by email to hr@auc.nl before **20 March 2024 12:00 (noon)**, mentioning "Graduate Assistant S&C application" in the subject line. The interviews will be held in early April.