

Publication date:
1 March 2026

Closing date:
1 April 2026

Scope of work:
19-30,4 hours per week (0.5-0.8 FTE)

Compensation:
€3057 gross per month for full-time 38 hours
+ 8% holiday allowance and a year-end bonus of 8.3%.



Vacancy: AUC Graduate Assistant (Services and Communications) combined with RA position

Start date: 1 August 2026

AUC Services & Communications is looking for a graduate from the Class of 2026 to work as a Graduate Assistant (GA) from 1 August 2026 until 31 July 2027, for a minimum of 19 hours per week (approx. 2.5 days per week or 0.5 FTE). This role is automatically combined with a position as RA (see RA vacancy for more details).

The GA position may additionally be combined with extra hours working on diversity initiatives through the Diversity Leadership Group. These additional 15.2 hours may be divided between the two GAs, depending on experience and interests.

About the role

As a Graduate Assistant, you will take a gap year and become part of AUC's professional support staff. This is a unique opportunity to gain hands-on experience in higher education while staying closely connected to the AUC community.

You will work on a broad portfolio of tasks, develop professional skills and gain insight into how a university operates behind the scenes. You will encounter many learning opportunities while contributing meaningfully to student services, communications and community-building at AUC.

As a GA, we will invest in your professional development. In return, you will play an important role in supporting AUC students and staff and contribute your first-hand student perspective to ongoing educational development. You will act as a conversation partner on topics related to AUC and serve as a valuable link between students and staff, drawing on your close involvement with the student and alumni communities.

Who we are looking for

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

- A passion for AUC and for higher education;

- A proactive mindset and a can-do attitude;
- Strong presentation and communication skills;
- A broad network within AUC's student body;
- A good sense for promotion and representing the study programme to prospective students;
- Solid skills in MS Office (Excel, Word, Outlook, PowerPoint);
- The ability to work independently, while knowing when to ask for support.
- EU/EER nationality, or the permission to work in NL;

Additionally:

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

What you will be doing:

You will handle a wide range of tasks, with occasional peak periods (for example during Open Days and Introduction Week). This requires good prioritisation, time management and a strong sense of responsibility. As a GA, you will also run two weekly lunchtime office hours at the AUC Student Service Desk.

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

Your core tasks will include:

- Working 2 shifts per week during office hours at the Student Service Desk;
- Communicating with prospective and current students and handling inquiries;
- Creating content for social media, newsletters and the website, and maintaining the content calendar (tailored to prospective students);
- Planning activities for prospective students (e.g. school visits and fairs) and scheduling Student Ambassadors to represent AUC;
- Providing campus tours and information sessions (sometimes outside regular work hours, and may include travel);
- Assisting with and representing AUC at outreach events and ongoing activities such as Open Days and Welcome Days;
- Supporting 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 AUUSA, Student Council and other student committees/organisations, particularly around collaborative efforts and joint events.

The GA will start in the summer, and your first task will be to help organise Introduction Week 2026.

There will also be room to work on projects that align with your interests and talents, allowing you to apply your developing professional, project management and problem-solving skills in practice.

This role is particularly suitable if you are considering a future in a public work environment or would like to build relevant professional experience in a supportive environment.

There will also be room for each GA to work on projects that align with their interests and talents, so that they can apply their newly developed professional skills, project management and problem-solving skills in 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 (€3057 gross per month for full-time 38 hours). We additionally offer an extensive package of secondary benefits, including 8% holiday allowance and a year-end bonus of 8.3%, plus €125 per year as an individual wellbeing budget (for sports or wellness).

Questions?

Please attend the information session with the current Graduate Assistants Liv and Sasha. You may also schedule a short individual meeting with the current GA S&C Sasha (s.rosiersachs@auc.nl). For further information, please contact Marcus Smit, Team Leader of Services & Communication (m.d.smit@auc.nl) or AUC HR (hr@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 **1 April 2026 12:00 (noon)**, mentioning "Graduate Assistant S&C application" in the subject line. The interviews will be held in early April.