

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: Graduate Assistant (Student Life & Well-Being) combined with RA position

Start date: 1 August 2026

AUC Services & Communications and the Student Life Officers (SLOs) are 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 Resident Assistant (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 (DLG). These additional hours will be divided between the two GA roles, 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 student well-being, community building and higher education, while staying closely connected to the AUC community.

You will work across both the Services & Communications team and the Student Life Officer team. Through this role, you will gain insight into how student support, well-being initiatives and community life are organised behind the scenes at a university.

We will invest in your professional development. In return, you will play an important role in supporting students and contributing your first-hand perspective on topics such as health and well-being, diversity and inclusion, residential life and the lived experience of AUC students. You will act as a bridge between students and staff and help strengthen community life at AUC.

Please note: you will not provide individual counselling to students, except in the context of supporting residential living, or broader activities and workshops.

Who we are looking for

For this position, we are looking for a graduate who:

- Has a self-starter mentality and a genuine interest in supporting students;
- Has strong interpersonal and intercultural communication skills;
- Has solid skills in MS Office (Excel, Word, Outlook, PowerPoint);
- Is well organised, able to manage time effectively and comfortable working on multiple projects simultaneously.
- EU/EER nationality, or permission to work in NL;

Additionally:

- Dutch language skills are highly desirable, but not required;
- Experience in event organisation or coordination is an advantage;
- Knowledge of Dutch support systems for student health, welfare, fees and funding is an advantage;
- Volunteer experience in student health, welfare or advisory roles is considered a plus.

Personal attributes:

- Flexible and enthusiastic;
- Able to act with tact, diplomacy and discretion, with respect for confidentiality and data privacy;
- Motivated to contribute positively to community life;
- Comfortable working in a service-oriented environment.

What you will be doing:

You will handle a wide range of tasks, with occasional peak periods (for example during Introduction Week and at the start of the academic year). This requires good prioritisation, time management and a strong sense of responsibility.

You will divide your time between the Services & Communications team and the Student Life Officers. As part of your role, you will also spend several hours per week supporting students through the physical Student Service Desk.

Your core tasks will include:

- Working 2 shifts per week during office hours at the Student Service Desk;
- Supporting the onboarding of new AUC students, including helping organise Introduction Week, updating new student information, arranging first-year orientation sessions and consent & boundary workshops in September;
- Supporting students in their wellbeing during their time at AUC;
- Helping organise activities, events or focus groups to promote and assess health and well-being within the AUC community;
- Supporting the SLOs in inclusivity efforts, including liaising with colleagues, organising awareness events and workshops, and facilitating information sharing;
- Supporting the social side of residential living, working together with the SLOs, Resident Assistants, DUWO and other stakeholders to address residential concerns;

- Taking on an ambassadorial role by supporting communications to prospective and current students, assisting during events and contributing to the promotion and outreach of AUC;
- Supporting the handling of complaint procedures, and student requests/needs/demands that relate to life on campus;
- Supporting students with special needs or study accommodations, ensuring that required facilities are arranged on time. This may include planning extra exam time, organising individual exams in private rooms, ensuring assistive tools or workstations are available, preparing accessible documents and maintaining regular contact with students. In this role, you will work closely with the senior tutor, lecturers, the Board of Examiners and the AUC registrar.

The GA will start in the summer, with the first major task being to help organise Introduction Week.

There will also be room to work on projects that align with your interests and strengths, allowing you to further develop your professional, organisational and problem-solving skills in practice.

This role is particularly suitable if you are considering a future in student support, education, well-being, or public services, or would simply like to gain relevant professional experience in a supportive environment.

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 SL&W Liv (l.o.vieira@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 SL&W application" in the subject line. The interviews will be held in early April.