

For the **European Research Centre for Anti-Corruption and State-Building (ERCAS)** at the **Hertie School of Governance** we are looking for a

## **Student Assistant – Communication (m/f)**

**Part time (15 hours per week)**

to support the communication and dissemination of the Horizon2020 DIGIWHIST project, its research and products. The Start Date of the job would be **June 1<sup>st</sup> or 15<sup>th</sup>, 2017**.

The key objective of DIGIWHIST is to combine the provision of data on public spending in the area of public procurement with actionable governance indicators and a monitoring procedure facilitating whistleblowing and thus strengthening accountability and transparency of public administrations. More information can be found here: [www.digiwhist.eu](http://www.digiwhist.eu)

### **Your tasks:**

- Creation and management of a professional contacts database for DIGIWHIST, with the goal of bi-monthly targeted newsletter and targeted distribution of research result;
- Streamlining of the newsletter electronic database and currently existing contacts databases, including researching additional contacts for dissemination;
- Marketing of DIGIWHIST research products and databases, especially through relevant blogs and other outlets, including researching potential partners for dissemination;
- Support the organization of DIGIWHIST dissemination events and final event in Brussels.

### **Selection criteria:**

The applicant should have the following qualifications:

- Enrolled Master student;
- Excellent English language skills;
- Experience in working with databases and social media tools;
- Experience with project communication an advantage.

**To apply:** The application should include a Curriculum Vitae and a Letter of interest indicating previous experience related to the job tasks.

Applications should be sent in English by email to **applications@hertie-school.org**.

### **About us:**

The Hertie School of Governance prepares exceptional students for leadership positions in government, business, and civil society. A renowned international faculty with expertise in economics, business, law, political and social science take an interdisciplinary, policy-oriented approach to the School's teaching and research agenda. The Hertie School is an international centre, with a variety of first-rate academic projects and a diverse student body.

The School actively engages in public debate with its wide range of events bringing together experts from theory and practice. The School was founded in 2003 as a project of the Hertie Foundation, which remains the major partner.

We offer a stimulating international and diverse environment in multiple areas of social science, high-quality teaching and public policy. The Hertie School is a small and vibrant academic community that emphasizes excellence in research and teaching as well as an interdisciplinary perspective. Our school has been certified as a family friendly work environment in higher education and an equal opportunity employer.