



STIFTUNG
EUROPA-UNIVERSITÄT
VIADRINA
FRANKFURT (ODER)



Call for Applications

The European New School of Digital Studies (ENS) of the European University Viadrina in Frankfurt (Oder) is seeking to fill the following positions at the earliest date:

Three staff members m/f/d/x
identification number 1500-24-02
(pay group TV-L 2, 10 hours/ week)

The appointment is initially limited to one year with a renewal option of another year.

Your tasks include:

- Supporting the ENS administration with daily activities
- Support with supervision in the ENS coworking space
- Contact person for students, employees and guests with questions about using the coworking space and the technical equipment
- Support in the preparation and implementation of ENS events
- Initial contact person for students and prospective students of the *'Master of Digital Entrepreneurship'* study program

Your profile includes:

- Enrolled as a student at the European University Viadrina
- Good English language skills
- Good technical and IT-skills
- Confident appearance, strong communication skills, reliability
- Residence near the place of work (Frankfurt (Oder)/Słubice) desirable

About us:

The ENS is a cross-border, international teaching and research institution focusing on digitalization, located at the Collegium Polonicum in Słubice. It was founded with the vision of combining economics, law, social science and technical expertise in computer and technology sciences to meet the challenges of digital transformation.

What we offer:

- An innovative and interdisciplinary working environment
- A lively and international community at the European New School of Digital Studies
- Working in a young team with flat hierarchies
- A salary in accordance with the provisions of the collective agreement for the public service of the federal states (TV-L) including a collectively agreed annual special payment

- Company fringe benefits (e.g. pension scheme via the [VBL](#), capital-forming benefits, job ticket)
- Collectively agreed vacation plus two days off on 24/31 December
- Work at a lively university with an international profile in the heart of Europe
- Flexible working with home office and mobile working
- Family-friendly working conditions with advice and support for childcare and caring for relatives | [Family Office](#)
- Diversity-sensitive occupational health management to foster the health and motivation of our employees
- A wide range of [further and advanced training opportunities](#)

The European University Viadrina strives to increase the share of women and strongly encourages qualified females to apply.

Viadrina is actively committed to diversity and equality for all employees in its personnel policy. People victims of racism, with a family history of migration or flight, trans* inter* and non-binary people as well as people with disabilities are expressly encouraged to apply.

People with a severe disability or equivalent condition will be given priority if they are equally suitable and qualified. It is advisable to indicate any (severe) disability in the application.

If you have any questions about the job advertisement or about equal opportunities and inclusion measures, please contact the [Equal Opportunities Officer](#), [the representative for severely disabled persons](#) or the [Equal Opportunities Department](#). All inquiries will be treated confidentially.

The application deadline is 16.06.2024.

Please send your application including the usual documents (letter of motivation, CV) as a single PDF file via e-mail to bewerbung@europa-uni.de. Questions about the application process or the position can be directed to ens@europa-uni.de.

The application data will be deleted immediately after completion of the selection procedure.