

WHB - Research and Administrative Assistant

Online seit 22.11.2024 | 2024-11-22-904031 | Studentische Hilfskräfte

Stellenbeschreibung

We seek a **highly motivated student** to support the Unit Lead (Dr Juan Franco) in a dynamic research environment. The ideal candidate will contribute to various tasks spanning project management, communication, and administrative support, leveraging strong computer and software skills, including proficiency in AI tools.

Key Responsibilities:

Project Management and Coordination

- Assist in managing ongoing projects and timelines.
- Coordinate research assistants' activities and ensure seamless collaboration.
- Maintain and update dashboards and other project management tools.
- Facilitate effective internal communication within the research team.

Communication and Public Relations

- Promote events and announcements using university communication channels, including social media.
- Develop and prepare informational materials for external representation.
- Assist in preparing internal and external presentations.
- Support the organization and management of conferences and events.

Administrative Support

- Assist with administrative processes related to funding applications.
- Proofread and edit reports and other documentation.

Our research group focuses on evidence synthesis to support evidence-informed decision-making in healthcare, primarily working with national and international partners such as the World Health Organisation. More information about our group can be found here:

<https://www.uniklinik-duesseldorf.de/en/institute-of-general-practice/cochrane-metabolic-and-endocrine-disorders-group>

Anforderungsprofil & Qualifikationen

Technical and Computer Skills

- Proficiency in standard office software (Microsoft Office and Google Workspace).
- Familiarity with project management tools (e.g., Trello, Asana, or similar).
- Experience with AI-powered tools for text processing, data analysis, or presentation enhancement (e.g., ChatGPT, Claude or others).
- Basic knowledge of data visualization or statistical tools is a plus.

Qualifications:

- Bachelor in a relevant field (e.g., social sciences, business, communications, healthcare) currently enrolled as a student (e.g. Master's).
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Advanced proficiency in computer software, including AI tools and digital platforms.
- Ability to work both independently and collaboratively.

This position offers the opportunity to gain valuable experience in a professional research environment while contributing to impactful projects.

Work hours/work days: 10 hours/week (with certain flexibility).

The ideal candidate would be able to join our team for at least 12 months or longer.

Vorteile für Mitarbeitende

- Flexible Arbeitszeit
- Mentoring-Programm

Stellenmerkmale

Beschäftigungsart

Studentische Hilfskräfte

Beschäftigungsumfang	Teilzeit (befristet)
Home Office	Nein
Hochschulabschluss	Bachelor
Gehalt	15,00 EUR / Stunde
Bewerbung an	juan.franco@med.uni-duesseldorf.de

Kontaktdaten

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