



# Study Advisor (Studienberater\*in) 90 % (February to July 2024 at 30 %)

The English Department of the University of Zurich has an opening for the position of Study Advisor. This is a permanent position, which is of interest to anyone looking for a career in university administration. The position includes the possibility of contributing to our teaching programs in English Literature or Linguistics. Candidates must hold a degree in English or a closely related subject and have an excellent command of both English and German. The contract is 30% for an initial, five-month training period starting on 1 February 2024; on 1 August 2024, the contract will be permanently converted to 90%.

## Your responsibilities

As Study Advisor, you will be responsible for the academic counselling of students at our department. You will offer regular office hours and develop informational materials (such as brochures and info pages on the Department website) to help students navigate and plan their studies. You will also organize study-related events that provide prospective students with insights into academic programs and campus life. Other responsibilities include:

- **Coordination of study programs:** participating in meetings with the Director of Studies to address and coordinate matters related to our curriculum and study programs; liaising with the Team *Services Curricula und Lehre* regarding the publication of courses in the course catalog as well as the submission of grades; monitoring courses in the course catalog and collecting course descriptions; reviewing and processing requests for course cancellations; preparing and presenting materials for meetings addressing educational and teaching matters and post-meeting tasks; drafting requests to the Faculty of Arts; initiating and organizing short-term internships
- **Administration:** archiving relevant documents on the respective servers for easy accessibility; assessing external academic records and students' progress; managing Bachelor's and Master's thesis, including obtaining assessments and submitting grades; assisting the management with various administrative tasks, including creating document templates for various purposes and statistical analysis of student numbers; preparing applications for structural changes at the department.
- **Outreach:** organizing activities and events for the UZH Alumni Chapter English Studies to engage former students in the university community; carrying out outreach initiatives depending on the requirements and opportunities that arise; representing the English Department on various social media channels
- **Teaching:** contributing courses to our curriculum

## Your profile

You hold an MA degree in English or a closely related field in the humanities and have written and spoken skills in English and German to at least C1 level. We would very much like to hear from you if most of the following applies to you:

- You have experience in working in public administration, preferably in the education sector.
- You have excellent communication skills and a demonstrable experience of dealing with a variety of stakeholder groups.
- You are a good team player, but also able to work independently and use your own initiative.
- A high level of confidentiality is second nature, you thrive in periods of fluctuating workload and relish finding solutions to challenges.
- You have experience in organization and process management; evidence of bringing projects to successful completion is an advantage.
- You have experience in understanding and adhering to various rules and regulations; attention to detail comes naturally to you.
- You are familiar with Microsoft 365 applications, and you generally acquire the skills to operate new IT software with ease (such as, for example, SAP CM or similar software).

## What we offer

We offer a diverse, stimulating and sociable working environment in central Zurich. You will be part of a close-knit team of seven colleagues supporting the operative success of the department. The university's regulations allow staff to work from home for up to 40% of their weekly employment time. You will be compensated according to the Canton of Zurich's salary regulations. For further information, please consult the [> UZH welcome package](#).

## Place of work

[> Englisch Seminar, Plattenstrasse, Zürich, Switzerland](#)

## Start of employment

The planned starting date for this position is 1 February 2024 or as otherwise negotiated. Please submit one integral PDF document containing a letter of motivation, CV, diplomas, letters of reference and the contact details for two referees by 24 November 2023. The job interviews will be conducted on the afternoon of Monday, 4 December, and the morning of Tuesday, 5 December.

## Further information

Dr. Nicole Studer-Joho  
Geschäftsführerin

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