

**The BCDSS is seeking a**  
**Website & Social Media Assistant (WHF) – 19h/week**  
with a focus on *Content, Editing & Networking*

The Website & Social Media Assistant will join the Press and PR Team, consisting of another Website and Social Media Assistant and the Press and PR Manager. Both assistants report to the Press and PR Manager. All three work very closely as a team.

**Duties and Responsibilities:**

**General Project Coordination for Website and Social Media**

- Maintain and update the website using Plone 5 content management system.
- Prepare social media postings via Hootsuite social media management tool.
- Provide support with further outreach activities (incl. events).
- Organize work flows using Asana project management tool.
- Work closely with members of the management team and cluster members.
- Liaise with the university's central communications unit (Dezernat 8), IT unit (HRZ) and further university units.

**Focus content, editing & networking**

- Identify and develop content for website and social media.
- Proofread, translate into and write texts in English.
- Actively interact with posts and followers to continuously build up the social media network.
- Further develop the cluster's outreach networking database.

**Key Requirements:**

- Team player and excellent communicator
- Reliability and eagerness to learn
- Native English or near native English language skills
- Native German or near native German language skills
- Experience with website editing
- Experience in handling social media

Please send your complete application with cover letter, CV and any relevant certificates in a single pdf file to:  
**[application@dependency.uni-bonn.de](mailto:application@dependency.uni-bonn.de)**

Application deadline: August 1, 2022.

For any queries, you may contact Cécile Jeblawei, the Press and PR Manager, on: [pr@dependency.uni-bonn.de](mailto:pr@dependency.uni-bonn.de)  
or ring: +49 228 73 62477