

## The BCDSS is seeking a

Website & Social Media Assistant (WHF) – 19h/week  
with a focus on *Images, Design and Digital Content Formats*

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 images, design and digital content formats**

- Identify and edit images for web, social media and general PR use.
- Take photos at BCDSS events and build up photo database.
- Identify suitable digital content formats.
- Design posters and flyers.
- Provide general technical support.

**Key Requirements:**

- Team player and excellent communicator
- Reliability and eagerness to learn
- Fluent in English, good knowledge of German
- Experience handling image files for web and social media use
- Experience with illustrations and design
- Generally tech-savvy

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