

GESIS Leibniz-Institute for the Social Sciences is an internationally active research and research infrastructure institute. It is funded by the German Federal Ministry of Education and Research (BMBF) and the Federal States. The Department Computational Social Science (CSS) develops novel methods and algorithms for the analysis of social phenomena based on data from the World Wide Web. The department is currently introducing several types of events to facilitate scholarly exchange, training and thematic networking. At the core is the Computational Social Science Winter Symposium which will take place for the third time in December 2016.

We are seeking to fill a position in our offices in Cologne, Germany, as soon as possible, for managing academic events with an

## **Employee (male/ female) for Event Organisation (salary group TV-L EG 9, Part-time 75 %, for 13 months)**

Your responsibilities will be:

- Planning and contributing to conceptual design of the CSS Winter Symposium 2016
- Event organisation, including preparation, on-site-support and follow up of the event
- Organisational support of invited speakers (including travel details), support of workshop participants in prior to, during and after the conference (working languages are English and German)
- Planning/ Allocation of resources, budgeting, and controlling
- Evaluating, choosing and coordinating external service contractors
- Managing the content of the Symposium website, preparing printed information on the Symposium, planning and executing of advertising efforts
- Coordinating student assistants

This is your profile:

- Graduation in the field of event or cultural management or graduation in media studies, marketing or related fields; job experience in planning and executing projects or events, ideally you already have experience in realising academic events
- Very good language skills in English and German, both written and orally
- Very good PC skills (Office incl. serial letters and forms; email; CMS Typo3; CRM genesisWorld)
- Prepared and willing to work flexible hours, occasionally evening hours
- You are strong in organisation, service orientation, communication, you are a team player with a friendly manner/ appearance, who is reliable and works precisely and dedicatedly.

GESIS guarantees that guidelines regarding employment laws for the disabled and handicapped as well as on part-time employment will be observed. GESIS is an equal opportunity employer and is certified by the European work & family audit.

For further information concerning the job description please contact Diana Lindner from February 2, 2016  
([diana.lindner@gesis.org](mailto:diana.lindner@gesis.org)).

**[Your application should be written in German.](#)**  
**[We process online applications only. Please apply here until February 15, 2016.](#)**

Please use this key number for your application: **CSS-16**



