

Job offer: Student Assistant Virtual Exchange

The Virtual Exchange team of Wageningen University & Research helps students to add a bigger variety of courses to your study program, for example MOOCs (Massive Open Online Courses) of WUR and other institutions.

The team is looking for a student assistant for approx. 5-10 hours per week to help us with the administrative process and the maintenance of e.g. the website. Besides Virtual Exchange, there can be tasks for other projects like EduXchange.

Tasks

- Process student applications, e.g. in Excel files
- Reply to applications with standard emails
- Reply to questions received from students via email
- Keep the website updated
- Conform to deadlines
- Reminding WUR teachers about important deadlines

Job Requirements

We are looking for a student who

- is fluent in English (especially writing and reading);
- works precisely with a keen eye for detail;
- works independently and pro-active;
- is quick in working with different software and online platforms;
- has a passion for online learning;
- is flexible, reliable and stress resistant;
- is not afraid to communicate with lecturers;
- is available for at least one year;
- is an EU citizen;
- does not have another paid position at WUR.

Salary

You will be paid according to salary scale 'student-assistant (SA)' of the UNL (former VSNU), the exact height depends on your study year.

The job starts in January, but ideally you would be available in December to train you for the job.

Interested or want to know more? Send before **14 November 2024** an email with your motivation video of maximum 1 minute to Thessa Mobach: virtual.exchange@wur.nl, using the subject line "Vacancy Student Assistant Virtual Exchange" and attach your CV. The interviews are scheduled on campus in the week of **25 November**.