



**Administrative Coordinator LiZZ
(initially 1 year, 20-30% FTE)**

The *Linguistics Center of Zürich* (LiZZ) has the main aim of bringing together researchers from linguistics and adjacent fields in order to build and use synergistically tools and infrastructure and to represent linguistics interests. It was founded in December 2019 and is the succeeding organization to the ZüKL (*Zürcher Kompetenzzentrum Linguistik*).

As of March 1st, the center seeks to fill the position of an administrative coordinator.

Tasks:

- Administration of budget and payments (SAP) as well as logistical support of research and teaching activities, administrative support of the president and the steering committee
- Assist the communication of researchers and students of linguistics, also outside UZH with the interested audience and the media (newsletter, press reports, website etc.)
- Initialize and run projects, workshops and courses in further education in cooperation with other (linguistic) units
- Compile and distribute weekly updates to the linguistic community (newsletters)
- Organize meetings of the Steering committee and of the general assembly
- Assist linguistic units in organizing conferences and educational events

Requirements:

- Interest and ideally experience in project management
- Degree (BA or MA) in linguistics
- Fluent in German and English
- Experience in IT

Job conditions:

The position is to start in March 2020 for one year with the possibility of extension of further three years. The assistant will be located mainly in Oerlikon (building AND).

Application:

This job advert is open until the position is filled. Before applying, please check the website of LiZZ, whether the position has been filled (<https://www.linguistik.uzh.ch/de.html>).

Applications should include:

- i. a cover letter that relates the applicants' experience and interests to the position
- ii. a comprehensive CV, including relevant certificates (degree certificates etc.)
- iii. the names and contact information of two referees

Please send the documents combined as a single PDF file to info@linguistik.uzh.ch. For informal discussions about the position and more information please contact Volker Dellwo (volker.dellwo@uzh.ch).