



**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 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 April 1<sup>st</sup>, the center seeks to fill the position of an administrative coordinator.

**Tasks:**

- Send out weekly newsletters and job offers to the UZH linguistic community
- Organize meetings of the steering committee and of the general assembly
- Keep minutes of meetings
- Assist linguistic units in organizing conferences and educational events
- Manage the budget and payments (SAP)
- Assist the steering committee as well as the head of the LiZZ in matters linked to the LiZZ

**Requirements:**

- Experience in project management
- Degree (BA, preferably MA) in linguistics
- Fluent in German and English
- Office applications, Magnolia, SAP (training on the job available)

**Job conditions:**

The position is to start April 2021 or at the earliest possible date. Appointment will be for one year with the possibility of extension for four years.

**Application:**

Deadline for application is 15 March, 2021.

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 at least two referees

Please send the documents combined as a single PDF file to <g.seiler@ds.uzh.ch>. Job interviews are scheduled for mid March 2021. For informal discussions about the position and more information please contact Guido Seiler (g.seiler@ds.uzh.ch) or Volker Dellwo (volker.dellwo@uzh.ch) directly.