



**Course administrator and study advisor
MA Program in Linguistics (LiZZ)
(60% FTE)**

The *Linguistics Center of Zurich* (LiZZ) offers a single honors (120 ECTS) MA Program in Linguistics. It offers foundational modules in data collection, processing and analysis and nine focus areas (four language-centred and five thematic ones) to a growing body of Swiss and international students.

As of 1st April 2021, the center seeks to fill the position of an administrative coordinator.

Tasks:

- Coordinating the course program with the participating departments (German, English, Romance and Slavic Departments, Department of General and Comparative Linguistics, Institute of Computational Linguistics & Speech Science);
- Advising prospective students and students of the program (advising, admission of new students, processing of credits for internships and summer schools, assisting in the organization of MA theses, grades administration); supervising students in the mobility semester (incoming and outgoing);
- Communication (maintenance of web pages, placing advertisements in print media, preparation of and participation in PhF Master Information Days, organization of the freshmen aperitif at the start of the semester);
- other administrative tasks (acquisition of exchange places at foreign universities for the mobility semester; organization of awarding procedures)

Requirements:

Degree (MA) in linguistics

Fluent in German and English

Excel, Word, PPT, HTML (basics)

Magnolia, SAP (training on the job available)

Job conditions:

The position is to start in April 2021 or at the earliest possible date.

Application:

Deadline for applications is 15th March, 2021.

Applications include:

- i. a cover letter that relates the applicants' previous experience and motivation
- 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 info@linguistik.uzh.ch. Job interviews are scheduled for mid-March 2021. For informal discussions about the position and more information please contact Marianne Hundt (mhundt@es.uzh.ch).