

The Hebrew University of Jerusalem is looking to hire a student worker:

The Division of Graduate Studies of the Rothberg International School is looking for a student worker for our office. Our office provides services to international graduate students from 48 different countries.

We are looking for someone who is fluent in English and in Hebrew, who can commit to working 25-40 hours per week (flexible) during office hours which are Sundays-Thursdays from 8:00-17:00 and who can commit to work from now until February 2019. There may be a possibility to extend employment beyond that date.

Job description:

The student worker will provide administrative assistance, assisting the Division of Graduate Studies staff in all aspects of office administration: correspondence with current students, potential students, alumni, faculty and staff; logistics; development of distribution lists; database management; file and archive maintenance; and assistance with other projects, as required. The pay is hourly.

Skills:

- English at a mother tongue level. Proficient in Hebrew. Additional languages an advantage (written and oral)
- Superior time and project management skills
- Excellent interpersonal skills
- Ability to work well within a team environment or independently
- Ability to be flexible and work on multiple projects simultaneously
- Strong organization skills

A CV in English and in Hebrew should be sent to risgraduate@savion.huji.ac.il. Relevant candidates will be contacted