



European Association for South Asian Studies

Büro EG

Adolfstr. 39

53111 Bonn

Germany

Job Offer from the European Association for South Asian Studies

The European Association for South Asian Studies (EASAS) is a non-profit, academic association aiming to promote research and teaching concerning South Asia. The objectives of EASAS are to advance South Asian Studies in all countries of Europe.

EASAS offers the position of

**Administrator/Administrative Assistant
(position depending on the applicant's qualifications)**

from 1 June 2022 onwards

Responsibilities include, but are not restricted, to the following:

- Regular office hours at the EASAS Office in Bonn – hence the candidate should be based in Bonn or the surrounding area or be willing to attend the office twice a week in Bonn Altstadt (53111);
- Checking incoming conventional mail twice a week;
- Sending out emails to members and working with Google Admin & Email Service Providers (More specific: Calls, Proposals, info, etc.);
- Responding to queries coming in by mail and through emails and the website contact form;
- Doing administrative tasks with database, willingness to become acquainted with technical aspects –documentation & guided introduction will be provided;
- Interface with EASAS Executive Board, providing information for treasurer & Council members via working with the database;
- Basic knowledge in SQL or the willingness to acquire this knowledge will be most welcome;
- Interface with lawyer, tax office, and registry;
- Maintenance of website; content editing etc.;
- Support in final composition of EASAS newsletters, website material and outgoing mail;
- Communicating in English in formal contexts;
- Providing support in further development and projects of the Association

We offer:

- Contact with a lively international network of researchers;
- Interesting work with the European and global community of EASAS members;
- Acquiring skills in running an international organization;
- A contract on an hourly basis (usually, up to 20 hours work per month on the average);
- Payment on monthly invoice / statement basis;
- The contractor / consignee is responsible for declaring the income at the tax office.

The candidate should bring the following skills to the job:

- Good command of English especially in writing, fluency in German;
- Good communication skills;
- IT-versatility in MS Office programmes; some advanced knowledge of Excel is considered an asset
- Content Management via interface (Jimdo), HTML basics are considered as asset but not a necessity
- Basic knowledge of project management aspects is considered an asset, as is readiness to deepen and expand expertise in this field
- Organizational skills
- Solution and result-oriented thinking

Please send a CV and brief statement of motivation in English to Professor Danuta Stasik (d.stasik@uw.edu.pl), Professor Martin Fuchs (martin.fuchs@uni-erfurt.de), and Dr Anna Sailer (anna.sailer-1@sowi.uni-goettingen.de) **by 20 May 2022.**