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**UNIVERSITÄT
BERN**

CDE
CENTRE FOR DEVELOPMENT
AND ENVIRONMENT

VACANCY

As an interdisciplinary centre of the University of Bern, the Centre for Development and Environment (CDE) has the mandate to foster research, implementation, and teaching concerned with sustainable development and global change, together with its academic partners in the global North and South.

The Global Land Programme (GLP) will hold its 4th Open Science Meeting “Transforming Land Systems for People and Nature” in Bern, Switzerland, April 24-26, 2019 and will focus on topics and themes that aim to advance our understanding of how land systems can form the basis for sustainability transformations.

The land system science community is organized within the Global Land Programme (GLP), a Global Research Project of the Future Earth initiative. GLP is an interdisciplinary community of science and practice fostering the study of land systems and the co-design of solutions for global sustainability and represents the largest international research network in this field.

This conference, which is expected to draw approximately 700 participants, represents a unique opportunity to build and enhance scientific capacity and enable transformations to a sustainable future by identifying core question, synthesizing research, and setting future agendas.

CDE and the conference team are seeking Student Assistants, who will support the 4th Open Science Meeting.

Student Assistants for the 4th Open Science Meeting,

24 – 26 April 2019

DUTIES

Student Assistants have a variety of job duties, including (but not limited to):

- Administrative support: welcoming participants at the check-in, assist with check-in and check-out, preparing name and door tags, making copies, distributing information to participants and attending their needs.
- Session support: be responsible for a session room, including the set-up, materials required, technical support, and support to speakers.
- Serve as the first level of intervention in crisis situations such as facility issues or medical emergencies.
- Assist the conference team and participants during the event.
- Attend and participate in all Student Staff meetings as required by the conference team. One meeting will take place prior to the 4th Open Science Meeting.
- Be present on all three days of the event.

REQUIREMENTS

- Organized, responsible, and have ability to work independently.
- Swiss working permit.
- Proficient in Microsoft Office and basic technical knowledge.

WE OFFER

- Insights into the organisation of a large scientific event for the global environmental change community with a focus on land system science.
- Work in an international environment and interact with participants from around the globe.
- A fixed compensation of CHF 600.
- Meals during the conference days.

DETAILS

Place of duty: Main Building and UniS of the University of Bern.

Application documents: Please send a CV and send a short motivation statement (5-10 phrases) to Barbara Willi (personaladministration@cde.unibe.ch) in which you explain why you would like to be part of the conference team. If you prefer to be assigned to either administrative support or session support, please mention this in your statement.

Application deadline: 31 January 2019

For more information: on the GLP's 4th Open Science Meeting, please visit the conference website: <https://glp.earth/osm-2019>

CDE values diversity and is committed to equal opportunities; applications are welcome from all suitably qualified candidates who meet the stated criteria.