# Positions for 2 Student assistants at the D&I Office

UM’s Diversity & Inclusivity (D&I) Office is looking for two enthusiastic and highly motivated students to assist with its activities. We aim to foster an inclusive UM community by embracing its diversity. To achieve this we put emphasis on actively engaging and challenging our community members to become a part of this vision.

As of August 2021, the D&I office will consist of a team of 4 staff members and 3 student assistants. Currently, we have two positions available of which one focuses on specifically assisting the FEM network (Female Empowerment Maastricht University) and the other on assisting all D&I related networks, for instance the PAC (parents and carers) network and UnliMited (network for students and staff with a disability and/or chronic illness).

Moreover, general communications tasks and social media management comes with both positions. The three student assistants will work together closely and the whole team meets once a week.

## What are you going to do?

As a student assistant, you will:

* Help organise events and a range of activities such as lunches, lectures, and discussion groups
* Write and format brochures and publications
* Collect content to update the website(s) and write articles for UM newsletters
* Plan, create content, and manage posts of the D&I and FEM social media accounts
* Assist with general office tasks
* Conduct research into current and past trends in academic culture

## What do we require?

We seek candidates with the following requirements:

* You are a student with a strong interest in the agenda of Diversity & Inclusivity which can be demonstrated by reference to previous activities
* You are a student at Maastricht University
* You are available for at least 1,5 years, preferably 2 years
* You like to plan and have good organizational skills
* You have affinity with IT matters, especially related to web-editing
* Excellent written and verbal communication skills in English are essential

### We welcome:

* A working knowledge of Dutch would be a plus
* An independent and proactive attitude

## What we offer:

We offer a challenging and diverse position in a young and ambitious environment.

* 8-10 hours a week (2-3 half days per week)
* Salary scale 6 (CAO-VSNU) as of €12,44 per hour
* Holiday allowance and annual bonus
* Flexible contract via InterUM
* Starting in summer 2021 (negotiable) 01-08-2021 the latest
* A shared workplace at Maastricht University Office Minderbroedersberg combined with working from home (covid measures apply)
* A supportive working environment in which your tasks as a student assistant will be supervised and supported by the D&I office as well as the FEM board members

Note**:**

* If you are a non-EU/EER student, you need a Dutch work permit (via UWV)
* Please note that you need a Dutch health insurance to be eligible to work in the Netherlands

## How to apply:

Please send your application the latest by 1 June 2021, by email to dr. Constance Sommerey diversity@maastrichtuniversity.nl including:

* A **Curriculum Vitae** (CV)
* A **motivation letter** explaining why you wish to work for us (max 1 A4).

For more information please see the [D&I website](http://www.maastrichtuniversity.nl/diversity) and the network pages: [FEM](https://www.maastrichtuniversity.nl/about-um/diversity-inclusivity/di-organisations/fem-female-empowerment-um), [PAC Network](https://www.maastrichtuniversity.nl/about-um/diversity-inclusivity/um-cares/pac-network-parents-carers), [UnliMited Network](https://www.maastrichtuniversity.nl/about-um/diversity-inclusivity/di-organisations/unlimited-network).

## Procedure:

If you are selected, we will send an email no later than 3 June to invite you for an interview on **Thursday 10 June 2021**. Depending on the measures then applicable, this will be at the office or online.

*Maastricht University is an international organisation, embracing a diverse student and staff population. We strongly believe that diversity is our advantage and creating an inclusive working climate in which students and staff feel a valued member of the UM community is therefore a top priority. UM values diversity within its community and encourages you to apply regardless of your background or identity.*