

**Description**                      **Student Assistant - Recruitment & Communications**  
**Academic Year 2021 - 2022**

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**Locatie:**

Leiden University College The Hague  
Recruitment & Communications Office  
Anna van Buerenplein 301  
2595 DG Den Haag

**Tasks and Responsibilities:**

- Leading and supervising the student ambassador team for online and off-line activities
  - Planning and executing the logistics for the school visits within The Netherlands (inside and outside LUC)
  - Administration and evaluation for Student for a Day
  - Support for Experience Days & Evenings (including Open Days in Leiden)
- Support during the preparation for various events (online and offline)
- Support for website edits and maintenance
- Leading the social media campaigns and the maintenance of it
- Managing the central communications mailbox
- Administrative and ad hoc projects

**Contract:**

You will be hired through JobMotion – Leiden University's employment agency. The start date is **July 26, 2021 until July 22, 2022**. This function is for 0.5 FTE, distributed over 4 half working days in the week (total of 18 hours). These are flexible and can be arranged based on the requirements and wishes of the Recruitment and Communications office, and the academic calendar of the student assistant. In the Recruitment seasons (October-March) and around events such as graduation and introduction week the number of hours may be longer than stipulated above. These hours will then be counted as over time and can be compensated in the other months throughout the year.

The student assistant **must be a registered student at Leiden University**. Candidates with knowledge and command of the Dutch language are highly preferred. This position is open only for students pursuing a masters degree at Leiden University.

The student assistant will work in the DREAM team (Development, Recruitment, Events, Admissions and Marketing), under the supervision of the Team Lead and Events and Communications Officer.

Students with a non-EU nationality are also welcome to apply (however the maximum number of hours will be 16), keeping in mind that the work permit can take up to 6 weeks, and all applicants must have a valid Dutch health insurance.

The salary for this position is in scale SA4 and is €14,95 per hour.

**Applicants:**

Please send your CV and motivation letter to [communication@luc.leidenuniv.nl](mailto:communication@luc.leidenuniv.nl) by **June 3, 2021**

The interviews will take place on 9 June, 2021.