



## **Student Assistant**

**to support the coordination of our Master's Program  
in International Economics and Public Policy (MIEPP)**

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**6 hrs per week,  
from  
October 1st, 2025**

**Scope of duties** - Consultation of prospective master students (tasks include replying to email inquiries, answering phone calls etc.)  
- Assisting the program directors in marketing the program  
- Website maintenance (WordPress)  
- General support of the MIEPP team

**Requirements:** - Student of MSc. International Economics and Public Policy (first or second semester)  
- Very good command of (both oral and written) English and German  
- Good communication and teamwork skills  
- Skills in picture editing and/or Powerpoint are desirable  
- Dedication to the MIEPP program  
- Good organizational skills  
- Sense of duty and responsibility

**Working hours:** 6 hrs per week, from October 1<sup>st</sup>, 2025 (preferably for a longer period)

**Application:** **Closing date for applications: 10.07.2025**  
(by mail to [LsHarms@uni-mainz.de](mailto:LsHarms@uni-mainz.de))

to: **Prof. Dr. Philipp Harms**  
**FB 03 - VWL, International Economics**  
**Johannes Gutenberg-University**  
**55099 Mainz**

Please provide us with the following documents/information:

- Letter of motivation
- Curriculum Vitae (if possible incl. ID picture)
- Transcript of records
- Expected availability
- Indication of computer literacy and command of languages
- Bachelor's degree certificate
- References from previous employers, if applicable

**Information:** Alireza Gholami, E-Mail: [master-economics@uni-mainz.de](mailto:master-economics@uni-mainz.de)  
Barbara Heinemann, E-Mail: [LsHarms@uni-mainz.de](mailto:LsHarms@uni-mainz.de)