



European Association for South Asian Studies
Büro EG
Adolfstr. 39
53111 Bonn
Germany

The European Association for South Asian Studies (EASAS) offers the position of

Administrator (F/M)

from **1 June 2017** onwards.

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

- Regular office hours at the EASAS Office in Bonn;
- Check incoming conventional mail twice a week;
- Sending out emails to members;
- Respond to queries coming in by mail and through emails and the website contact form;
- Scanning and archiving of membership forms and cross-check with membership administrator;
- Interface with EASAS Treasurer, membership administration company
- Interface with lawyer, tax office, and registry;
- Maintenance of website;
- Support in writing EASAS newsletters;
- Translations from English to German and from German to English.

We offer:

- Interesting job with Europe- and world-wide membership.
- A contract on an hourly basis (usually, 12 to 20 hours work per month are expected); part-time employment is a possibility in the future (presently under consideration).
- 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:

- Fluency in English and German;
- Communication skills;
- IT-versatility in office programmes (word processing, spreadsheet etc.) such as Open Office, Libre Office, MS Word, MS Excel;
- Ideally also IT skills in content management systems such as Drupal.

The administrator is expected to live in or very near to Bonn, where the EASAS office is located.

Please send a CV and statement of motivation to Professor Dr. Martin Gaenzle (martin.gaenzle@univie.ac.at) by **20 May 2017**.