



Are you a full-time student with an excellent command of Polish and English who wants to combine studying with gaining work experience in an international environment? If yes, then you might be our new colleague!

What do we offer you?

- Attractive work in a friendly, dynamic and informal Scandinavian business culture
- Insight into diplomatic work and projects
- Opportunity to deal with a wide range of topics within the Polish-Danish bilateral relations, European Union agenda, politics, trade, communication, social media, business, etc.
- A scheme of 20 hours per week on average, with a possibility to adapt working hours to the university schedule
- On the job training and competence development
- Contract of part time employment

What will you do?

- Assist the Political and Communication Section of the Embassy as well as other departments in their assignments and deliveries
- Contribute in creating content on the Embassy's SoMe platforms
- Prepare written translations and summaries of news, articles and reports
- Assist the Ambassador and other posted staff members in interpretation (Polish-English)
- Provide support in organisation of internal and external events of the Embassy (workshops, seminars, visits, etc.)
- Provide administrative support, including back-up for the receptionist

What do we require?

- Ability to efficiently search and process information from various sources
- Excellent oral and written command of Polish and English
- Polish-English translation and interpretation skills
- Knowledge and skills in communication, SoMe content creation and management of social media will be an asset
- IT knowledge (incl. Microsoft Office package). Knowledge of graphic and video editing software (Adobe Photoshop, Illustrator, Premiere) will be an asset
- Readiness to work minimum 1.5 year (with a student status)

How to apply

Send an application consisting of a short cover letter and a CV (maximum one A4 page each), both in English, to: **wawambjob@um.dk** by **15:00 hrs on 22 November 2021.**

Note: late applications will not be considered

In the subject line include a note: *"RESEARCH ASSISTANT: first name and surname"*.

In the application insert a clause:
"I hereby agree to the processing of personal data included in my application for the needs necessary to carry out the recruitment process in accordance to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016."

You are welcome to contact Urszula Eriksen (urseri@um.dk) if you have questions.

We see diversity and equal opportunities for all as key values and we welcome applications from all qualified applicants regardless of gender, age, background, sexual orientation, etc.

We thank all applicants for their interest. Please note that only candidates selected for an interview will be contacted.

If you want to know more about the Embassy and what we do, please visit us: **www.polen.um.dk**