



ROYAL DANISH EMBASSY
Warsaw

WE ARE HIRING STUDENT RESEARCH ASSISTANT

POLITICAL AND COMMUNICATION DEPARTMENT

We are hiring a Research Assistant in the Political and Communication Department! 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 so, apply now!

WHAT DO WE OFFER?

- Work in the Scandinavian business culture
- Insight into diplomatic work within the Polish-Danish bilateral relations, European Union agenda, politics, trade and investment cooperation, communication, social media, and other
- Contract of mandate: 20 hours per week on average with a possibility to adapt working hours to the university schedule
- On the job training and competence development

WHAT WILL YOU DO?

- Assist mainly the Political and Communication Department of the Embassy and other departments in their assignments and deliveries
- Prepare written translations and summaries of news, articles, and reports
- Contribute to creating content on the Embassy's Social Media platforms
- Provide support in organization 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?

- Excellent oral and written command of Polish and English
- Research and analytical skills
- Knowledge and skills in social media tools would be an advantage
- 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 (max. one A4 page each), both in English, to: **wawambjob@um.dk** by **24.05.2023, 15:00 hrs.** **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."

NOTE: Only candidates selected for an interview will be contacted.

You are welcome to contact Edyta Lewit (edylew@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 their gender, age, background, sexual orientation, etc.

We thank all the applicants for their interest.

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