Zürich, 18 October 2017

**Administrative/technical assistant**

At the Department of Systematic and Evolutionary Botany, UZH, the position of an administrative/technical assistant is available. The position is for minimum of 40% and a maximum of 60% worktime (2-3 days/week), for an initial period of three years. The work will include help with scientific work (e.g. assistance to PhD students during field- and greenhouse experiments, diverse lab and greenhouse tasks), as well as help with supervision of students during teaching. Administrative tasks include organizing meetings, writing of minutes, participation in meetings with administrative content, etc. I am looking for a well-organized person with a bachelor or master degree in natural sciences or similar educational background. A good knowledge of English and German, both orally and written, is required. Please send your applications including a letter of motivation, CV, and contact details of two reference persons by e-mail to florian.schiestl@systbot.uzh.ch. Questions regarding the post can be send to the same e-mail address. The application deadline is 15 November 2017.