

Student job “Project Assistant” (min. 40%)

Are you our new student to assist our EU funded projects? Apply now and you may soon be working with scientists at the best universities and innovative companies across Europe.

Who are we?

We are [accelopment Schweiz AG](#) in Zurich. We support scientists, universities, and technology-oriented companies regarding the participation in EU funding programmes for research and innovation. Our focus is on the new EU research framework programme "Horizon Europe" and our services range from funding advice and project application to project implementation. As a team, accelopment participates in EU projects as a partner for project administration and communication, as well as for the exploitation of project results.

Who are we looking for?

Are you curious and interested in scientific topics across a wide range of disciplines and industries? Does research fascinate you as much as innovative companies that are shaping our future? Do you find it exciting to work in a team supporting European projects across multiple disciplines and cultures? Then you could be a good fit for us.

What are your tasks?

Assisting our project management and communication teams is at the heart of your work and involves both support in the preparation of multidisciplinary grant applications for EU funding and in the management support of our EU funded research and innovation projects. You work and communicate with project partners across Europe, mainly in English.

What are our requirements?

In addition to work experience, preferably in an office, we expect the following from you:

- English as a mother tongue with excellent German skills or German as a mother tongue with excellent English skills.
- Very good MS Office and other IT user skills.
- At least 2 remaining years of studying (end of Bachelor/beginning of Master)
- Strong communication skills, organisational talent, high level of initiative, goal orientation, quality awareness, flexibility, and commitment.

What are your advantages?

An attractive workplace in Zurich is awaiting you and your working hours are flexible, also during examination periods and you have the opportunity to work in an extremely exciting environment at the pulse of scientific progress.

How can you apply?

Send your complete electronic application, including cover letter and CV, to jobs@accelopment.com. For questions please call Julia Götz at +41 44 455 66 05.