



The German Historical Institute London is seeking to employ a full-time

German-English Bilingual Assistant to the Director from 15 January 2022. This is a permanent post.

Located in the heart of a diverse and cosmopolitan city, the German Historical Institute London (GHIL) is an academically independent research institution and forms part of the Max Weber Foundation – German Humanities Institutes Abroad. It focuses on researching British–German relations, British history, and colonial history, often from a comparative, transcultural, and global perspective. By co-ordinating international research projects and promoting early-career scholars, the GHIL supports British–German co-operation in the humanities.

Responsibilities

The assistant will independently manage and prioritize secretarial and administrative services and support scholarly research projects. The assistant will be responsible for handling email, complex travel arrangements, and planning, coordinating, and preparing meetings, appointments, events, conferences, and discussions on behalf of the director. He/she will take minutes and prepare presentation materials, collect and process data as needed. Help with general proofreading would be appreciated and the ability and willingness to translate short texts from English into German would be useful.

The role involves co-ordinating the day-to-day activities of the director's office.

Qualifications

We expect the applicant to have a degree in the humanities or social sciences. Relevant training and/or experience to undertake the tasks listed above is essential. In addition, a level of fluency in German and English sufficient to enable correspondence and telephone conversations to be handled in both languages is required. This position demands highly developed interpersonal skills including an excellent telephone manner and a team-oriented approach; the assistant must be able to manage multiple tasks and have some familiarity with academic research. A high level of proficiency with technology, including an excellent working knowledge of Word, Excel, Powerpoint and Outlook, is a must. Working knowledge of Zoom and Eventbrite would be a benefit.

The GHIL is committed to a policy of equal opportunities and promotes a positive work-life balance. The Institute has a responsibility to ensure that all employees are eligible to live and work in the UK. In line with the convention for the avoidance of double taxation between Germany and the UK, non-British nationals are taxed in Germany. There will be a short induction period. Remuneration is according to our local pay scales based on the German Embassy's salary scheme. The current gross salary per annum is £46,170.

Please submit your application **by 15 November 2021**. It should include a CV and a cover letter along with contact details of two professional referees in one PDF-document attached to an email to be sent to bewerbung@ghil.ac.uk, attention: Prof. Christina von Hodenberg.

Interviews are expected to be held on 01 December 2021 by video conference. For questions on the position, please contact the Administrative Director Sandra Heyn (heyne@ghil.ac.uk). Further information on the GHI, its mission, and its current research programme is available at www.ghil.ac.uk.