The UBS Center for Economics in Society, UBS Center in short, is an Associated Institute at the Department of Economics of the University of Zurich. It was established in 2012, enabled by a founding donation by UBS, which the bank made on the occasion of its 150th anniversary. In view of the generous donation, the university named the UBS Center after its benefactor. The UBS Center serves two main aims. First, it enables world-class research in economics on all levels, to be conducted at the University’s Department of Economics. It thereby supports the department’s ambition to become one of the top economics departments in Europe and to make Zurich one of the best places for research in economics. The UBS Center’s other aim is to serve as a platform for dialogue between academia, business, politics, and the broader public, fostering continuous knowledge transfer. Delivering on these aims will also strengthen the position of Zurich, and Switzerland more generally, as a leading location for education and business. The UBS Center is governed by and financed through an independent foundation, the UBS Foundation of Economics in Society, chaired by former Federal Councillor Kaspar Villiger. It is led by a management team consisting of Prof. Ernst Fehr (Director), Prof. Joachim Voth (Scientific Director), and Dr. Matthias Ammann (Chief Operating Officer). The Center’s office is led by the COO and includes a team of three people. We are looking for a highly motivated and accomplished person to fill the current vacancy in the events and communication team as

**Communication & Events Assistant**

The position is a maternity leave replacement and is limited for 1 year (30% until June, 60% thereafter).

**Your responsibilities**

As communication and events assistant at the UBS Center you are part of the office team, reporting to the COO. You will focus on outreach and engagement, via oral, electronic, and print communications, with internal and external stakeholders and partners, such as the Department of Economics at the University of Zurich, UBS, and others, and you will also assist with the Center’s event planning, publicity, and execution. In addition, you will assist the COO in administrative tasks. Duties include

- Creation of newsletters and correspondence.
- Prepare and/or assist in preparing written and visual materials for website and social media.
- Keep website and social media accounts current.
- Maintain customized database of contacts.
- Conduct comprehensive event planning for complex events, including registration, coordination, implementation, and post-event evaluation as well as budget reconciliation.
- Ensuring smooth-running, effective events, including recognizing and resolving potential and actual problems in a timely manner using tact, discretion, and political acumen. Process expense reports.
- Research various topics and gather relevant data to inform the Center’s strategic plans.
- Administrative tasks, such as handling mail, bookkeeping (expense reports & financial statements), or organizing the office (coffee machine, drinks and snacks, plants, etc.).
- Participation in short- and long-range planning for administrative services operations.

**Your profile**

- Bachelor's degree in related area and/or equivalent experience/training.
- Excellent command of written and spoken English and German.
- Highly effective written and oral communication and interpersonal skills to successfully interact with diverse stakeholders and present information in a manner that is appropriate for the needs of the audience.
- Demonstrated experience managing and planning events and outreach, including developing budgets, generating reports, tracking data, and maintaining databases.
- Service-oriented personality with team-player spirit.
- Ability to be a self-starter, to take initiative, and work independently as well as on a team.
- Experience in successfully publishing materials to the web, with a solid knowledge of and experience in social media. HTML skills would be a plus.
- Excellent knowledge of Microsoft Office suite (full proficiency in Word, Excel, PowerPoint).
- Familiarity with Adobe InDesign, Adobe Photoshop, and other related software would be a plus.
- Relevant work experience in similar positions in academic institutions would be an advantage.

Your opportunity
We offer varied and interesting work in a very dynamic, research-driven environment at the intersection of science, politics, and business. Diversity and inclusion are important to us.

Employment start date as soon as possible. Please submit your application by **28 February 2021** to bewerbungen@econ.uzh.ch. Please include a covering letter, CV and past references in a single PDF. Matthias Ammann (matthias.ammann@ubscenter.uzh.ch) will answer further questions related to the position.