



UNEP/WUPPERTAL INSTITUTE COLLABORATING  
CENTRE ON SUSTAINABLE  
CONSUMPTION AND PRODUCTION

The

**UNEP/Wuppertal Institute Collaborating  
Centre on Sustainable Consumption and Production gGmbH  
(CSCP)**

is currently searching for a

**Student Assistant  
in Customer Relationship Management, Communication and PR**

for 10-19 hours/week,

beginning immediately and ending October 31, 2010 (an extension is desirable).

**Short Job Description:**

- contributing to improve the customer relationship management system of the CSCP (with mainly international focus).

Tasks include:

- o evaluation of CSCP contacts
- o research of database systems and software possibilities
- o maintenance of contact databases (e.g. excel)

**Qualification requirements:**

- completed first part of degree ("Grundstudium" or at least in the 2nd year of your Bachelor study)
- strong written and spoken English skills; Knowledge of other languages (e.g. Chinese, Spanish or French) is advantageous
- good computer skills in: MS Word, Power Point und Excel (other software skills are most welcome)

Interdisciplinary work is a core aspect of sustainability research and is a basic requirement for collaboration in our work. The relevant disciplines are (among others):

- Communication Science
- Customer Relationship Management
- Public Relations
- Social and Political Science
- Business and Economics
- Industrial Engineering
- Environmental Science

**Other requirements:**

- Teamwork-spirit
- Independent execution of tasks
- Completed internships in international organisations or companies are an advantage.

Please direct your application in English to:

UNEP/Wuppertal Institute Collaborating  
Centre on Sustainable Consumption and Production gGmbH  
z.H. Frau Gabriele Eigen  
Hagenauer Str. 30  
42107 Wuppertal

Tel: +49 202 45 95 8-11

Fax: +49 202 45 95 8-30

Email: [gabriele.eigen@scp-centre.org](mailto:gabriele.eigen@scp-centre.org)

The application should contain a letter of motivation in English and a detailed cv. It should indicate the applicant's earliest starting date.

More information on the CSCP is available on our website [www.scp-centre.org](http://www.scp-centre.org).