



UNEP/WUPPERTAL INSTITUTE COLLABORATING
CENTRE ON SUSTAINABLE
CONSUMPTION AND PRODUCTION

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

currently has an employment opportunity for a

Student Assistant (IT)

for 10 – 19 hours/week (spread across 3 - 4 days/week) within its offices in Wuppertal

beginning immediately and ending September 30, 2010 (an extension is desirable)

The employment will include maintenance of the network and the computers (Mac/Windows), strategic advising on further IT needs / possibilities (e.g. acquiring new hardware, extending network) and occasionally advising on IT implementation aspects in projects (e.g. possibilities of Web 2.0, Website setup)

Short Job Description:

- Network Administration (TCP/IP, WLAN, Router) in a mixed Mac/Windows environment
- Computer maintenance, IT Helpdesk for about 35 people (on-site and also internationally/on travel)
- Software / Hardware research (e.g. extension of network, data storage, online applications) and advising strategically (e.g. acquiring new hardware or software, other IT needs and possibilities)
- Setting up and maintaining employee IT accounts
- Data administration, data recovery
- Help with content and updating of CSCP web site (Typo3) and occasionally project web sites (Typo3, Joomla, other) and also advising on new projects (e.g. setup of website, backend, Web 2.0 tools)
- Documentation of processes and finding improvement possibilities

Qualification requirements:

- Completed first part of degree ("Grundstudium" or at least in the 2nd year of your Bachelor study)
- Good written and spoken English skills are preferred
- Networking Skills (TCP/IP Setup, Wireless LAN Configuration)
- Good knowledge in MS Word, PowerPoint, Excel
- Strong general knowledge and interest in computers (peripherals, hardware, new developments/trends)
- Knowledge of Adobe Products (Acrobat, InDesign, Photoshop) a plus
- Knowledge of Mac computers a plus but not required

Other requirements:

- Teamwork-spirit
- Independent execution of tasks
- Previous work experience (e.g. internships, assistant jobs) are advantageous

Please direct your application in German or English to:

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

The application should contain 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.