

Central Language Department

**“EUNICE Language Course Portfolio” Project**

We are looking for a student freelancer

to work 4-5 hours per week

As part of the EUNICE project, the Central Language Department at BTU is working with the EUNICE (European University for Customized Education) university alliance to develop a digitally supported, action- and needs-oriented language course portfolio for university members of the 10 partner universities in Europe. Part of the project involves setting up a structure for the administrative support of EUNICE courses at the Central Language Facility.

Period of employment: 1<sup>st</sup> of March 2026 until 30<sup>th</sup> of June 2026 (or longer if necessary)

The tasks involved in setting up a structure for the administrative support of EUNICE language courses include:

- Email correspondence with participants and interested parties in the EUNICE language courses
- Guided preparation of meetings and drafting of meeting minutes
- Support in the implementation and administrative handling of face-to-face events
- Support in the preparation of online teaching materials in Moodle
- Support in the preparation of collected data

Your requirements profile:

- Enrolled student (bachelor's or master's degree)

You should have the following skills:

- Confident use of common MS Office programs
- Basic knowledge of using the Moodle platform in an editing role
- C1 level language skills in English, B1 in German and, if applicable, another language

The following knowledge is desirable:

- Initial experience in research methodology and data processing

If you are sociable and well connected beyond your field of study, have internship and/or professional experience, can work independently, and are interested in marketing or language courses, we look forward to receiving your application.

We particularly encourage international students who have already studied at BTU for several semesters and have knowledge of German (at least B1) and English (at least C1 level) as well as another foreign language to apply. Please send your application documents in a single PDF file to [eunice-sprachen@b-tu.de](mailto:eunice-sprachen@b-tu.de).

If you have any questions, please contact Ms. Katharina Timm (tel. 0355 69-3867).