

Department Trainee Position: English Language and Literature mid-August – mid-November 2020

1. The Post

The department is looking for a trainee for the period **mid-August to mid-November 2020** (three months).

The principal need is for a trainee who can help us in the departmental work at the beginning of the academic year, which includes welcoming new students, assist teachers with practical tasks in the teaching arrangements in period 1, and, if there is need, work as a mentor in a first-year course, as well as take part in updating department information for students and staff. Other duties may include assisting in research projects, for instance with library and research data searches. The Trainee will learn about the day-to-day running of a university department.

2. The Person

The position is for **an MA-level student of English Language and Literature at ÅA**. Applicants should either already have a BA or be expecting to get their BA papers shortly. MA students who are about to graduate are eligible.

The successful candidate will be strong in both academic and administrative terms. Previous work experience may be relevant in selection, but candidates without much experience doing office work should not be put off. We seek a student who is keen on developing skills that will contribute to a future career as a university teacher, researcher or administrator, and who is enthusiastic and curious about what makes a subject and a faculty like ours tick. We value basic computer skills and good organizational skills. Your knowledge of English and Swedish will be excellent, and knowledge of Finnish will be an asset.

Students whose internship salary is partly compensated by *Arbetsforum* (with a *praktiksedel*) are welcome, though the internship voucher is not a requirement. More information about the traineeship is available from Brita Wårvik (brita.warvik@abo.fi).

3. To Apply

Please send a CV and a covering letter as separate attachments (MS Word or PDF) by email to Brita Wårvik (brita.warvik@abo.fi) before 16.00 Finnish time on Monday 10 August 2020. In the covering letter, please state briefly why you think you are a strong candidate. Shortlisted candidates will be interviewed by a committee of department staff in week 33.