Position of Masters-level Student Researcher
part-time - 15 hours a week

Centre on Conflict, Development and Peacebuilding (CCDP)
at the Geneva Graduate Institute

Application deadline: June 6th 2024
Start date: September 1st 2024 (or upon mutual agreement)
Duration: 12 months

Objective: The MA Level Student Researcher will join the CCDP core team and support academic and NGO research projects while helping to implement the Centre's communication strategy and public outreach. In addition to strong desk research skills, the ideal candidate should have strong communication skills, experience in pushing a social media strategy forward and organize events. Attention to detail, creativity, and selfstarter attitude are also crucial to this position.

Responsibilities:

1. Support the implementation of the Centre's communication strategy: This includes executing a social media communications plan, developing visual material for the center and support dissemination of publications, website editing, drafting and disseminating annual reports, and coordinating events.

2. Conduct research: When necessary, the Student Researcher will be responsible for conducting research for projects that include academic research and 'mandate' research projects with government, IGO and NGO partners. This includes literature reviews, data collection, and data analysis. The individual may also be responsible for drafting research reports and proposals.

3. Proofread and finalise documents: The Student Researcher will be responsible for proofreading and finalising documents for academic and NGO projects.

Requirements:

1. Education: The candidate must be enrolled in an MA program at IHEID.

2. The successful candidate will be able to take initiative and work independently. They should be proactive and take initiative in identifying areas where they can add value to the Centre's work. They should be willing to take on new tasks and seek out opportunities for growth.

3. Communication skills: The candidate should have excellent communication skills, be able to articulate complex ideas clearly and concisely, and be able to proofread documents for publication.

4. Social media and website editing experience: The candidate should have experience in implementing a social media strategy, creating social media content, and website editing.

5. Event planning skills: The candidate should be able to plan events from start to completion, including handling all logistical aspects (room, hotel and flight booking, flyer/online advertisements, communications with speakers etc.)
6. Research experience: The candidate should have experience in conducting background research and drafting research reports.
7. Detail-oriented: The candidate should be highly detail-oriented and able to implement multiple projects simultaneously.
8. Excellent command of the English language, orally and in writing. Knowledge of other languages, especially French, is an asset.
9. Creativity and the capacity to come up with innovative solutions to problems are an important part of this position.

Applications:

To apply, please submit a cover letter and CV by email to ccdp@graduateinstitute.ch, addressed to Keith Krause, CCDP Director. Interviews will be held starting on the week of June 17th 2024.