

**The Chair of Management Science / Operations and Supply Chain Management of  
Professor Dr. Alena Otto**

invites applications for the position of

**Student Assistant**

for immediate start. The candidate should be available for at least 20 working hours per month, an increase of the contracted working time is possible on demand. Renumeration is currently 10.45 € per hour, it will be raised on 1 October 2022 to 12.00 € per hour.

The main responsibility of the applicant is to assist the Chair in organizing the QBWL workshop, a prestigious national workshop in Operations Research. QBWL is a gathering of German research groups working on quantitative topics in business and economics. It was established about 3 decades ago and has continuously grown to a group of more than 25 chairs from across the Germany. The workshop is hosted once a year by one or two of the participating chairs, usually as a 3-day in-person workshop. In 2023, the University of Passau and the University of Regensburg will share the honor and the responsibility to host the QBWL workshop. The workshop will take place in a picturesque wellness-resort in Franken.

You will have a great opportunity to meet renowned researchers in Data Science in person and experience state-of-the-art discussions in Data Science/Operations Research up close.

**Person specification and requirements**

- Advanced Bachelor's student or Master's student in Business Administration and Economics, Information Systems, or a similar specialization with a strong quantitative focus.
- Good or excellent academic performance.
- Effective communication in German and English, organizing and team-working skills.
- Basic knowledge of content management systems (for the management of the website), Microsoft Office and LaTeX.
- Prior knowledge in Operations Research and IBM ILOG CPLEX Studio software is of advantage.

**Your duties will include**

- Communicating with the participants of the workshop, resolve potential issues effectively and efficiently in sparring with a responsible research associate from our team
- Managing (the existing) conference webpage and keep it up to date with the latest information.

- Organizing, hosting and closing the workshop (e.g., taking pictures, organizing the badges and conference materials, organizing the workshop networking event (excursion, walk or degustation)).
- And passing the related information to the next host university.

The University of Passau wishes to increase the proportion of its female staff and expressly encourages women to apply for the position. This position is suitable for candidates who are registered disabled. Persons who are registered disabled are given preference over non-disabled applicants who do not otherwise have statutory preferential status if their overall personal aptitudes, skills and qualifications are equal.

If you have any further questions about this position, please contact Amir Hosseini by e-mail at [amir.hosseini@uni-passau.de](mailto:amir.hosseini@uni-passau.de).

In order to apply, please send your full application in English (including your curriculum vitae, cover letter, your current transcript from HISQIS as well as any other relevant transcripts and school certificates) as a single pdf file to [sekretariat-otto@uni-passau.de](mailto:sekretariat-otto@uni-passau.de), by no later than **15 August 2022**. E-mailed applications are kept on file for six months after the conclusion of the appointment procedure, whereupon they are deleted from our systems.

Please visit [www.uni-passau.de/en/university/current-vacancies](http://www.uni-passau.de/en/university/current-vacancies) for our data privacy statement.