

Certificate Program Associate Position (8-10 hours per week)

The Rachel Carson Center for Environment and Society at Ludwig Maximilian University in Munich is looking for a graduate student to fill the position of Certificate Program Associate.

The Graduate Certificate Program Associate will assist the program coordinator with a range of tasks related to the everyday operation of the Environmental Studies Certificate Program with a start date of **01 April, 2026**.

Tasks include

- handling course and registration management using LSF software
- corresponding with university administrators
- handling email flow and responding to student inquiries
- assisting with program events and workshops
- maintaining and updating the program's website
- assisting with the workflow of the application process

Additional opportunities depending on candidate's qualifications and interests.

Candidates for this position must be enrolled in a master's program at a German university with a commitment that extends at least two semesters from the contract's start date. Preference will be given to students who are **not** enrolled in the certificate program. A background or interest in environmental issues is desirable.

A high level of fluency in both English and German and excellent organizational abilities are required. We welcome applications from international students or students who have spent time living, working or studying outside of Germany. Applicants should enjoy working with students and co-workers from different cultural and disciplinary backgrounds in a team, be able to juggle multiple administrative tasks on an ongoing basis, be able to anticipate regularly occurring tasks, and manage their time well. **The appointment will end 30 September 2026.** The salary will be determined according to the LMU compensation scale for "studentische Hilfskräfte."

The RCC is located in central Munich and offers a family-friendly and flexible working environment. We especially seek applications from qualified candidates with disabilities, and we welcome applications from persons with different cultural and linguistic backgrounds and gender identities.

To apply, please send a cover letter and CV (in English) as well as the contact information of two references in **one pdf file** with the subject "Certificate Program Associate" to envstudies@rcc.lmu.de by **02 February 2026**. Applications will be reviewed on a rolling basis.