

**Graduate Conference Assistant**  
**Centre for European Studies, Carleton University**  
[www.carleton.ca/ces](http://www.carleton.ca/ces)

The Centre for European Studies (CES), Carleton University invites applications from Carleton University graduate students for the position of **Conference Assistant**.

Under the supervision of CES staff, the graduate assistant will provide logistical support to the 9<sup>th</sup> Biennial Conference of the European Community Studies Association-Canada (ECSA-C) to be held in Ottawa on April 26-28, 2012. The mission of ECSA-C is to promote the study of the European Union and its Member States in Canada. For more information, please visit [web.uvic.ca/ecsac](http://web.uvic.ca/ecsac). The Conference Assistant's responsibilities will include, but not be limited to, the following tasks:

- assisting with receipt of conference proposals, creating an efficient filing system for conference proposals and providing support to the Conference Program Committee during the proposal review process;
- assisting CES staff with the registration process and collection of conference registration fees;
- assisting CES staff with logistical arrangements (catering, audio-visual equipment, hotel, travel advice, development and printing of conference materials, etc.);
- liaising with civil society, the diplomatic community and government departments to advertise the public lecture organized in conjunction with the conference;
- assisting CES staff with updating the conference website;
- attendance at conference on April 26-28, 2012 to assist with organizational aspects

The assistant may also help with other routine CES duties.

The position will involve approximately 10 hours of work per week from the beginning of November 2011 through mid-May 2012 but work hours may be distributed irregularly across weeks depending on project needs. Work will be carried out in the CES offices at Carleton University. The Conference Assistant will also be expected to assist full-time during the three days of the conference held in Ottawa on April 26-28, 2012. The remuneration will be approximately \$17 to \$20 per hour, depending on the candidate's qualifications and experience.

Only students currently enrolled in a graduate program at Carleton are eligible to apply. Applicants should be reliable and well-organized, able to work in a fast-paced environment and meet tight deadlines. Experience with similar work and with updating websites is desirable. Applicants should be self-directed and capable of taking

responsibility for the duties assigned to them. Native English language abilities or equivalent are required. Knowledge of French is an asset.

Applications should include:

- a letter of application, explaining your interest in the position, relevant experience and qualifications
- copies of transcripts covering the two most recent years of study;
- a resume;
- please provide the names of two referees who have agreed to provide a confidential reference, indicating the capacity in which the referee knows you. Note that at this point you do not need to provide the reference letters themselves, but you may be asked to provide them later in the selection process

Please submit application materials no later than **October 24**. Applications may be submitted by e-mail to Natasha Joukovskaia, CES manager at **[natasha\\_joukovskaia@carleton.ca](mailto:natasha_joukovskaia@carleton.ca)**