

The German Institute for Global and Area Studies (GIGA) / Leibniz-Institut für Globale und Regionale Studien seeks to hire a

Student Assistant (m/f/d)

to support the GIGA family journal **Africa Spectrum**. The weekly working hours are up to 20 hours, and the contract term is 12 months starting as soon as possible (earliest from 1 March 2026). Remuneration is based on the hourly rate for student assistants at the University of Hamburg and currently amounts to €13.98 (bachelor's student) / €16.05 (master's student) per hour.

As part of the team, you will:

- Perform administrative checks on incoming manuscripts, manage the status of new submissions, and process desk review decisions.
- Manage Africa Spectrum's email inbox by responding to inquiries.
- Oversee the workflow of manuscripts in the manuscript management system (ScholarOne).
- Act as lead on Africa Spectrum's social media accounts, including drafting posts tailored to each platform to maximise engagement.
- Draft correspondence with the editorial board and associate editors, including the triannual journal issue newsletters.
- Write editorial meeting minutes when requested and assist with virtual meeting organisation.
- Represent Africa Spectrum at academic conferences by managing the booth.
- Occasionally assist the Editors-in-Chief with editing and/or proofreading of manuscripts and peer review recommendations.

Your qualifications:

- Currently enrolled in a master's degree programme at a German university until at least September 2027, preferably in African studies, in communication studies, and/or with a research interest in the African region.
- Very good proficiency in English is required. French is not required but advantageous. German-language skills are not required.
- Proficiency in Microsoft Office suite, particularly Teams, Word, and Excel, as well as Google sheets.
- Proficiency using social media platforms, especially X, Bluesky, and LinkedIn. Familiarity with Canva or similar programs is not required but advantageous.
- Good interpersonal skills and the ability to work independently, consistently, and reliably.

Please send a brief cover letter describing your qualifications and motivation (2 pages max.) and tabular CV in a **single PDF file** via e-mail with the subject-line "**AFR editorial assistant application**" to Dr. Maxine Rubin (Maxine.Rubin@giga-hamburg.de). Applications are screened on a rolling basis until the position is filled.

Further information on the GIGA: <https://www.giga-hamburg.de/>.

The German Institute for Global and Area Studies / Leibniz-Institut für Globale und Regionale Studien is an independent social science research institute based in Hamburg. It analyses political, social, and economic developments in Africa, Asia, Latin America, and the Middle East, linking this knowledge to questions of global significance. It combines region-specific analysis with innovative comparative research on accountability and participation, peace and security, globalisation and development, and global orders and foreign policies.