

ITS Job Advertisement

The International Tracing Service (ITS) in Bad Arolsen serves victims of Nazi persecutions and their families by documenting their fate through the archives it manages. The ITS preserves these historic records and makes them available for research. We are an international organization and part of the German Federal Budget. Our offices are in Bad Arolsen (Kassel/Paderborn area).

In the Archival Description section of the International Tracing Service in Bad Arolsen the position of a

Research Assistant / Archivist (male/female)

is to be filled at the earliest possible date. The duration of the post is limited to one year.

Focus of Activities:

- Preparing Description/Indexation Data for the European Archives Portal EHRI (European Holocaust Research Infrastructure) www.EHRI-project.eu
- Preparing the digitization of finding aids/inventories (retro-conversion) for the retro conversion program of the “Deutsche Forschungsgemeinschaft” (DFG / German Research Foundation)
- Collaborating on optimizing the presentation of finding aids/inventories

Requirements:

- A University Graduation Degree in History or a related discipline, an additional archivist's exam would be a merit (State Exam / Diploma or Master / Bachelor)
- Good command of English both, orally and in writing
- Knowledge of Contemporary German History (in particular the Nazi era)

This position requires the willingness and capacity to work self-reliantly and play well in a team.

Following an assessment of the post in consideration of the qualification and professional experience of the candidate, the remuneration for the position will be fixed in accordance with the provisions of the collective wage agreement for staff with the stationed forces on the territory of the Federal Republic of Germany – TV AL II*).

Applicants are encouraged to send their letter of application, all the usually required papers included, either by regular mail or as online application to the following address by 27th July 2012 (date of receipt at the ITS):

Internationaler Suchdienst
Personaladministration
Große Allee 5-9
34454 Bad Arolsen
personalstelle@its-arolsen.org

The ITS cannot reimburse any expenses incurred in connection with the application.

The guidelines laid down in the Federal Law on Equality between the sexes are taken into consideration. If as suited for the position as their non-disabled competitors, severely disabled applicants (male/female) will be given preference.

If you have any questions regarding the organisational aspects of the application procedure, please call Mrs Susanne Oestreicher (++49/5691 – 629 119).
Questions on the profile of the position will be readily answered by Mr Karsten Kühnel (++49/5691 – 629 146).

*) For further information on tariff agreement TV AL II see:
http://www.bundesfinanzministerium.de/Web/DE/Ministerium/Geschaefsbereich/Dienstleistungen_fuer_die_Verwaltung/dienstleistungen_fuer_die_verwaltung.html - Position „Tarifverträge für die Arbeitnehmer bei den Stationierungsstreitkräften“ (Position “Tariff agreements for staff employed with the stationed forces“)