



TRANSFER AND ENTREPRENEUR CENTRE

Helpers wanted

Every year we look for reliable student helpers who contribute to the success of the Firmenkontaktmesse.

The salary is based on the hourly rate for student research assistants in Saxony-Anhalt.

If you are interested or know someone please apply at messen@ovgu.de until 07.09.2018 at the latest..

Here you will find a number of tasks that are distributed for preparation, during and after the fair:

Before the fair and on the fair day:

- Distribute information cards in front of the canteen (2-3x before the fair 11.00-14.00 and on the fair days at the cafeteria)
- Distribute information cards at the University of Applied Sciences Magdeburg-Stendal (2-3x before the fair)
- Guard parking (1 day before the fair: approx. 16.00-22.00 and on the fair days approx. 07.00-11.00)
- Construction + transport work (1 day before the fair)
- Stand guard + hall cleaning (1 day before the fair approx. 18.00-22.00Uhr)
- Various tasks before the event as needed

On the fair days (approx. 7.30-18.00, depending on the field of application)

- Catering / Service area
- Build / supervise technology
- Support applicant photos
- Look after the information point at the entrance
- Distribute catalogs
- Load and refill the information stand
- Prepare / build / equip job board
- Distribute / Collect service folders
- Photo + Video
- Dismantling + return transport
- Other

At the beginning of October a meeting with all involved helpers for the exact distribution of tasks takes place. The appointment will be announced in time.

Contact

Information portals/ fairs team leader Research and transfer fairs

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