



ATLAS Outreach & Communication Administrative Student

Imagine getting involved in work that is changing the world and imagine doing it before you've left university. Imagine working in an international environment and having a great quality of life. Take part in CERN's Administrative Student Programme!

You will join the ATLAS Experiment Communications team within the Outreach and Education Group to support the editorial, communication and social-media work.

ATLAS is a particle detector on the Large Hadron Collider (LHC) at CERN. One of the largest and most complex scientific instruments ever built, ATLAS investigates a wide range of physics, from the discovery of the Higgs boson to searches for extra dimensions and dark matter. The ATLAS outreach team is dedicated to disseminating the goals and accomplishments of ATLAS to the public, policy makers, teachers, and students, by sharing its cutting-edge physics programme, world-leading technology, and global collaboration involving several thousand scientists, through a variety of communication platforms.

Responsibilities expected from you:

- Develop educational and communication material for the ATLAS Experiment, including the preparation of content presented on its public website, in printed form and on social media;
- Create, edit, schedule, and post content on ATLAS' social-media platforms;
- Monitor and analyse social-media activities and moderate comments;
- Support the ATLAS communications and social-media teams with administrative tasks.

Ideally, you would have:

- Previous experience creating written, visual and/or video content, or a willingness to learn;
- Previous experience in using web content-management systems, or a willingness to learn;
- Experience with the Adobe® software suite and/or open-source alternatives;
- Previous experience in writing scientific communication.

Please note: When completing your application, please select in the **<main field of interest>** the menu option **<Scientific Communication & Education>**

Deadline 25 March 2020. Apply now:

<https://jobs.smartrecruiters.com/CERN/743999698738907-administrative-student-programme>

Qualifications

In order to qualify for a place on the programme you will need to meet the following requirements:

- You are a national of a [CERN Member or Associate Member State](#).
- You should have completed at least 18 months of your undergraduate studies (Bachelor or Master's) specialising in a field relevant to the application at the time of the next student committee taking place in May 2020.
- You can stay for at least 2 and at most 12 months while remaining registered as a full-time student.
- You have a good knowledge of English OR French.
- Please note that in case you are studying in a technical field, you are not eligible to apply for this position. Instead, please consider applying for the [CERN Technical Student programme](#).

Additional Information

During your internship, CERN will provide you with:

- A contract of association from 2 to 12 months.
- An allowance of 3319 Swiss Francs per month (net of tax).
- A travel allowance.
- Depending on your personal circumstances, a supplement if you are married and/or have children.
- Coverage by CERN's comprehensive Health Insurance scheme (the contribution will be automatically deducted from your allowance).
- 2.5 days of paid leave per month.

Required documentation:

You will need the following documents, clearly labelled (e.g. "CV", "Motivation letter", "Academic transcript", etc.) and in PDF format to complete your application:

- A CV.
- A copy of your most recent academic transcript giving an overview of your marks (if you download it from your university portal please make sure there is no protection so that we can open it).
- A reference letter from your University Professor is mandatory. Should you have one from a previous internship you may add this as a second reference.

Make sure you have all the documents needed to hand as you start your application, as once it is submitted, you will not be able to upload any documents or edit your application further. You may upload the reference letter yourself, whilst submitting your application, or through your referee via the link you will receive shortly after submitting your application.

Your application along with all supporting documents should reach us no later than 25 March 2020. Please note that your application may also be shared during the process with a panel of national experts for evaluation purposes. Ultimately, it will be reviewed by a panel of CERN experts who will meet in May 2020.