The International Space Science Institute in Beijing (ISSI-BJ) is an institute of advanced studies, where scientists from all over the world meet in a multi- and interdisciplinary setting to reach out for new scientific horizons (http://www.issibj.ac.cn). The ISSI-BJ is located at the National Space Science Center (NSSC), Chinese Academy of Sciences. (http://www.nssc.ac.cn).

To support its activities, ISSI-BJ is seeking an
Editorial and Meeting Assistant Starting from April 1st, 2014 or by Agreement.

The responsibilities of this position are:
- Coordination and compilation of the Academic publications
- Production of communication materials (brochures, flyers etc.)
- ISSI-BJ website content maintenance
- Organization of international conferences/workshops/meetings
- Communication between ISSI-BJ and other international organizations
- Maintenance of guest statistics
- General support to the directorate and the secretariat

Requirements for potential applicants include, but are not limited to:
- A non-Chinese nationality, fluent in English (both spoken and written), as the working language, however a multilingual ability is a plus
- Skilled in Photoshop, InDesign, Website editors, and MS office
- Willing to work in a small team, but able to work independently
- Experiences in organizing international conferences and relevant events can be a plus
- A bachelor degree

We offer:
- A contract with annual renewal and help to apply for Z-type Chinese visa (for working purpose)
- An interesting, challenging international atmosphere
- A small organization with a pleasant atmosphere
- Employment conditions like the National Space Science Center (NSSC), Chinese Academy of Sciences (Salary and Housing Subsidy).

Deadline to submit the application: March 10, 2014. The application letter with CV (English) should be sent to:

Prof. Dr. Maurizio Falanga
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E-mail: mfalanga@nssc.ac.cn