

Student Assistant (m/f/d) – ZHAW Centre for Artificial Intelligence (CAI)

Approx. 12 hours/month | Start: 1.06.2026 or before

The Center for Artificial Intelligence (CAI) is a leading actor in the Zurich AI ecosystem. CAI organizes the event series **Trustworthy AI Circle** that brings together experts from universities, AI leading companies and start-ups to discuss practical challenges in the development of AI and the impact it has on society.

Are you passionate about the topic and interested in bringing together perspectives from different actors? We are looking for a motivated student assistant to support the preparation, organization and execution of its outreach events.

Your responsibilities

You will support the coordination, communication, and execution of events, including:

Event coordination

- Booking rooms and supporting logistical preparation
- Coordinating with speakers and ensuring timely communication
- Setting up and managing events on platforms such as Luma

Content and communication

- Writing short event descriptions and promotional posts (e.g. LinkedIn, newsletters)
- Preparing pre- and post-event communication for participants
- Supporting the preparation of concept notes and event abstracts

Design and materials

- Creating simple visuals for event promotion and follow-up (e.g. Canva)

Event support

- Providing on-site operational support during events (~4 hours per event)

Your profile

- Enrolled student (preferably at ZHAW or a Swiss university)
- Strong organisational and structuring skills
- Reliable and proactive way of working, with attention to detail
- Good written communication skills in English
- Comfortable coordinating with different stakeholders and following up when needed
- Basic experience with Canva or similar tools
- Interest in AI or responsible AI is an advantage

What we offer

- Insight into practical challenges of responsible AI and applied research
- Direct interaction with key AI leaders and organizations in the Zurich area

- Hands-on experience in event organisation, stakeholder coordination, and communication
- Flexible working hours aligned with your studies
- Collaboration in an interdisciplinary and engaged team

If you are interested, we look forward to receiving your short application (CV and a few lines about your motivation) to: Anna Fedorova (**fedo@zhaw.ch**)