

Ärzte ohne Grenzen e.V.



Private regierungsunabhängige humanitäre Organisation

Student Assistant for Information and Knowledge Management

City: Berlin; Starting date (earliest): 01/10/25; Duration: 1 year contract (with option to extend); Remuneration: 15,10 € pro Stunde; Closing date: 14/09/25

Working field

- Location: Berlin
- Start of work: October 2025
- Fixed term: 1 year (with option to extend)
- Scope of work: 20 hours per week
- Application deadline: 14.09.2025

As a team member, you will support our projects on site - without actually being there. You will be responsible for the following tasks:

- Assist in analyzing, reviewing and cataloguing large volumes of data
- Support the migration of documents to SharePoint
- Help design and create content for our SharePoint-based intranet
- Contribute ideas for making our digital tools more user-friendly and inclusive
- Collaborate with teams from diverse backgrounds to solve common challenges
- Provide administrative and project management support
- Take minutes of team meetings/Document team meeting outcomes

Requirements

- You are an enrolled student for at least one more year (please indicate the expected remaining duration of your studies in your application)
- A proactive, organized and structured approach to work
- Clear and reliable communication, able to work independently while keeping the team updated
- Confidence working with large data sets (e.g. Excel spreadsheets)
- Interest in digital collaboration and communication tools (e.g. Microsoft 365, SharePoint)
(Bonus) Interest in simple automation (e.g. Excel formulas, Power Automate) and how digital tools work in the background
- Proficiency in English

What we offer

- Salary: 15,10€ per hour, plus 13th salary for employment of six months or more
- Annual salary increases in line with inflation adjustments as well as free drinks and fruit
- Flexible working hours and mobile working with presence in the office, depending on work requirements
- Financial allowance for remote work and company laptop with additional accessories for mobile working
- 30 days holidays plus days off on 12/24 and 12/31
- Possibilities to work up to 6 weeks per year from abroad within the EU
- Insights on international field projects through regular reports, presentations and exchange with colleagues
- A meaningful, varied job in a respectful and positive organizational culture

Application

As an internationally operating organisation, we welcome diversity, open mindedness and mutual respect. In accordance with our values, we only analyze the professional qualifications in the applications, regardless of ethnical and social origin, religion or belief, gender, sexual orientation or age of the applicant.

Applications via our portal with a letter of motivation, CV and certificates if applicable.

More information at <https://stellenticket.de/197712/HTWB/>
Offer visible until 18/10/25

