

Helmholtz Research Center for Geosciences - Talent Management Group



GFZ is Germany's national centre for solid Earth research. We advance the understanding of dynamic processes to address global challenges, from mitigating the impacts of natural hazards and sustaining our habitat amid global change to responsibly managing georesources. We are part of the Helmholtz Association, the largest German scientific organisation. With around 1,200 employees as well as ca. 500 guest researchers, we contribute to the Helmholtz Research Field Earth and Environment, aligning cutting-edge research with societal relevance and international collaboration. Our work integrates multidisciplinary studies across Earth's system components, leveraging advanced technologies and infrastructure to research solutions and to transfer our knowledge to society. We are doing this according to our vision: "Taking the pulse of our Earth to safeguard a habitable planet". The Diversity Project team is looking for a motivated student assistant to support our Employer Branding activities and help strengthen our visibility as an attractive employer and a renowned scientific institution. You will be part of the Talent Management Group, a diverse and versatile team involved in performance management, training, and succession planning, among others. If you are currently enrolled at a university, ideally in business administration, marketing, communication, HR, psychology, media studies, or a related field, and you are interested in employer branding, recruiting, social media, and employee engagement. We are looking forward to receiving your application.

Student Assistant (f_m_x) in Employer Branding

Reference Number 11266

City: Potsdam; Starting date (earliest): At the earliest possible; Duration: 6 months; Remuneration: According to the rules of the TdL (tariff area East) for student assistants currently € 13.98 (without a Bachelor's degree) and € 14,59 (with a BA); Reference number: 11266; Closing date: 25/05/26

Tasks

Your responsibilities:

- Supporting the implementation of workshops, focus groups, and interviews
- Helping to develop posts, visuals, short texts, employee stories, and campaign materials for our social media
- Assisting with the preparation of creative presentations, reports, briefing documents, and campaign updates
- Helping to collect and prepare employee testimonials, photos, videos, or quotes
- Supporting project management, such as planning meetings and milestones, keeping deadlines, and organising schedules of diverse stakeholders
- Assisting in the evaluation of employer branding measures, social media performance, and event feedback
- Supporting collaboration with colleagues from Recruiting and Talent Management

Requirements

About You:

Essential Qualifications:

- You have first experience supporting the implementation of workshops, and you feel comfortable speaking to an audience
- Confident in communicating with different stakeholders
- Creative mindset with the ability to contribute new ideas
- First experience with social media or content creation, e.g. LinkedIn
- Very good written and spoken English skills

Desirable Qualifications:

- Experience with project management
- Good command of the German language
- Experience with media production for social media (video recording, photography)
- Knowledge of Canva, Adobe Illustrator/InDesign, PowerPoint, and Excel

What we offer

- Ambitious and varied tasks in a dynamic and international research environment
- State-of-the-art equipment
- Public service benefits
- Flexible working hours and conditions
- Support with finding a good work-life balance offered by benefit@work
- Working at the Albert Einstein Science Park on the Telegrafenberg in Potsdam
- Workplace within walking distance of Potsdam main train station, or just a short ride on the shuttle bus

Start date: As soon as possible

Fixed-term: 6 months, with the option to extend (this requires a valid enrollment certificate in full-time study)

Salary: According to the rules of the TdL (tariff area East) for student assistants currently € 13.98 (without a Bachelor's degree) and € 14,59 (with a Bachelor's degree/FH degree).

Working hours: 20 h/week (80 h/month)

Place of work: Potsdam

Application

If so, we look forward to receiving your application by 25th May 2026.

Please use our online application form only.

Required documents: CV and Certificate of enrolment for full-time study

Apply:

https://gfz.concludis.de/candidate/formapply?prj=11266&b=12&oid=&quelle=0&ie=1&gpid=580P11266&lang=en_GB

The GFZ actively promotes diversity and explicitly welcomes applications from all qualified individuals, regardless of ethnic and social origin, nationality, gender, sexual orientation and identity, religion/belief, age and physical characteristics. We also promote an inclusive working environment in which everyone can fully develop their own talents. Anyone who has been recognised as severely disabled will be given preferential consideration in the event of equal suitability and qualification in accordance with the provisions of the German Social Code IX. If you have any further queries regarding gender equality, please do not hesitate to contact our Equal Opportunities Officer.

“Diversity in perspectives” is one of GFZ's core values. As an integral part of supporting diversity at our centre, we actively promote women in science and in leadership positions. We, among others, do this through our gender equality plan and the cascade model measures, which we actively implement to enable sustainable equal opportunities in academic career paths. The GFZ thus committedly strives for gender equality in science, including in leadership positions, and strongly encourages women to apply.

Data protection information for applicants

In case of any further queries regarding the field of activity, please contact Marlene Gómez Becerra per email. If you have any general que

More information at <https://stellenticket.de/203919/TUB/>

Offer visible until 04/06/26

