

Leibniz-Institut DSMZ-Deutsche Sammlung von Mikroorganismen und Zellkulturen GmbH - Biologie/Biotechnologie

Sammlung von Mikroorganismen und Zellkulturen

The Science Policy Team at the Leibniz Institute DSMZ- German Collection of Microorganisms and Cell Cultures GmbH, Braunschweig, Germany, is seeking to recruit a**Student Assistant (m/f/d)**

part-time (employment of 35 monthly hours) for an initial period of one year with the possibility of extension.

Stadt: Braunschweig; Beginn frühestens: Frühestmöglich; Dauer: 1 Jahr; Vergütung: 13,98 €/hour without bachelor degree/14,59 €/hour with bachelor degree); Kennziffer: 12/25; Bewerbungsfrist: 04.07.2025

Aufgabenbeschreibung

Your task is to support the Science Policy & Internationalization department. Among other things, this consists of:

- create and revise documents and PowerPoint presentations
- keeping website up-to-date including <https://www.nagoyaprotocol-hub.de/> and <https://www.dsiscientificnetwork.org/>
- create and publish posts in social media
- assist in the coordination and follow-up of national and international virtual and in-person events, including managing participants, creating documents, taking meeting minutes, writing reports, etc.
- assist with networking and project reporting activities
- research work:
 - o assist in the collection of data from online scientific databases
 - o assist in creating a database with Nagoya Protocol information from provider countries
 - o assist in the preparation of draft texts

Erwartete Qualifikationen

Your profile:

- you are currently enrolled in a bachelor's or master's degree program in Germany
- you have a reliable, independent and careful way of working
- you have a good command of written and spoken English and German (other UN

languages are an advantage!)

- you are familiar with Microsoft Office, especially Word, Excel and PowerPoint
- you are interested in international science policy, international law, natural science (especially biology) and/or communication

Unser Angebot

We offer:

- the opportunity to practice and improve your English or other foreign language
 - to work in a highly international team on international policy topics
 - to work independently and take responsibility
 - to learn how to edit and create a website
 - gain experience in content creation
-
- participate in conferences and workshops with scientists and project partners
 - gain experience in the representation a working group in public events
 - gain experience in data analysis
 - to participate in exciting projects and a variety of tasks
 - free time management and the possibility to work from home
 - friendly colleagues who are available to answer any questions you may have
 - remuneration (13,98 €/hour without bachelor degree/14,59 €/hour with bachelor degree)

Bewerbung

Severely handicapped persons are preferred in case of equal suitability. Proof must be enclosed.

Have we caught your interest? We are looking forward to your application!

Please send your application documents as a PDF file to bewerbung@dsmz.de, quoting job number 12/25.

Application deadline is 04.07.2025. Applications before the deadline are welcome and positions will be filled as soon as possible. If you have any questions, please do not hesitate to contact Melania Muñoz (Tel: 0531-2616-373, melania.munoz@dsmz.de).

Weitere Informationen unter <https://stellenticket.de/195123/TUBS/>
Angebot sichtbar bis 19.07.2025

