

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.

City: Braunschweig; Starting date (earliest): At the earliest possible; Remuneration: 13,98 €/hour without bachelor degree/14,59 €/hour with bachelor degree; Reference number: 22/25; Closing date: 11/01/26

Working field

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

- design: development and creation of designs for internal use (e.g. guidelines, checklists, infographics, brochures, posters, flyers, webpages), including development of ideas
- create and revise documents and PowerPoint presentations
- update content on project websites <https://www.nagoyaprotocol-hub.de/> and <https://www.dsiscientificnetwork.org/>
- create and publish posts in social media and internal press releases
- 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

Requirements

Your profile:

- required:
- enrolled bachelor's or master's students in the field of graphic design or similar
- very good graphic design and document layout skills

- confident use of graphic design software (Adobe Creative Cloud—primarily InDesign and Illustrator) and Windows Office package
- confidence editing websites with World Press or other
- reliable, independent and careful way of working
- good command of written and spoken English and German (other UN languages are an advantage!)
- interest in international science policy, international law, natural science and/or communication

What we offer

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)

Application

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 22/25.

Application deadline is 11.01.2026. 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).

More information at <https://stellenticket.de/199777/TUBS/>
Offer visible until 15/01/26

