

## **Max-Planck Institut für Bildungsforschung - Research Management and Planning**



The Max Planck Institute for Human Development (MPIB) is an international, interdisciplinary research institute dedicated to the study of processes of human development and education.

### **Student Assistant (m/f/d) for Research Management and Planning**

We are currently seeking a committed and motivated student assistant (m/f/d) to support our team in Research Management and Planning at the Max Planck Institute for Human Development, especially in the Office of Graduate Education. The main task will be organization of a scientific event, the LIFE Fall Academy 2026, from October 27 - 30 in Berlin. The working hours for this position are 60 hours per month, with flexible scheduling. The hourly rate is €16,50 for students in bachelor's programs and €17,17 for students in master's programs. The position is initially limited to six months but with the possibility of extension.

City: Berlin; Starting date (earliest): At the earliest possible; Remuneration: 16,50 € (Bachelor), 17,17 € (Master)

#### **Tasks**

- Support in planning and organization of the LIFE Academy 2026
- Development and analysis of evaluation questionnaires
- Support in administrative tasks
- Development and maintenance of an event-management platform

#### **Requirements**

- Currently studying psychology with a focus on work and organizational psychology, international communication/relations, public administration or related fields
- Experience in an international context, ideally in other countries
- Excellent communication skills in German and English
- Interest in the Institute's research topics
- Reliability, able to work in a team, and an independent work style
- Proficiency in MS Office applications

#### **What we offer**

We offer a stimulating and friendly working environment in a dedicated team at our location in Berlin-Dahlem (near Breitenbachplatz subway station).

## Application

The Max Planck Society is committed to gender equality and diversity, welcoming applications from individuals of all backgrounds. The society aims to employ more people with disabilities, and applications from disabled individuals are expressly encouraged.

Please send your application documents (cover letter, CV, without a photo, relevant work certificates), preferably in a PDF file, via email to Silke Schäfer ([sschaefer@mpib-berlin.mpg.de](mailto:sschaefer@mpib-berlin.mpg.de)). The privacy policy for the processing of personal data in the context of your application can be found here: [https://www.mpib-berlin.mpg.de/bcfgccf/de\\_infos\\_bewerbung.pdf](https://www.mpib-berlin.mpg.de/bcfgccf/de_infos_bewerbung.pdf)

More information at <https://stellenticket.de/203397/FUB/>  
Offer visible until 16/05/26

