


## NYU Berlin

 **NYU** | BERLIN Founded in 1831, New York University (NYU) is one of the largest and most prestigious private universities in the United States. NYU is based in New York but also operates branch campuses and research programs in other parts of the U.S. and around the world. As a community of scholars (faculty, students, and staff) that is inclusive of divergent backgrounds and historically underrepresented groups, NYU engages a diversity of viewpoints, perspectives, and approaches. About NYU Berlin NYU Berlin is one of NYU's global study-away sites and provides US and other international students with the opportunity to spend a semester studying in Berlin while earning credits towards their degree. The program is fully integrated into NYU's curriculum and designed for BA students in the social sciences, arts and humanities who want to earn credit in their major while having a transformative experience abroad. Most courses are taught in English. The program size is 100 students per semester, as well as various January and summer programs.

### **Studio Monitor (m/f/d)**

The position of Studio Monitor is anchored in a vibrant and diverse professional environment in the context of higher education and provides receptionist duties at St. Agnes, which is home to NYU Berlin's arts facility. The Studio Monitor will primarily serve as a helpful point of contact for all community members using the space, and support other NYU Berlin staff to help keep facilities clean, orderly, functional, and well-equipped on a day-to-day basis. They will support staff and lecturers in the use of in-house technology and materials, and work closely with members of the NYU Berlin team to ensure the smooth daily site operations.

City: Berlin; Starting date (earliest): 17/08/26; Remuneration: 18 EUR/hour; Closing date: 24/07/26

### **Tasks**

#### 60% ACADEMIC SERVICES & SSTUDENT LIFE

- Welcome students, faculty, and visitors warmly, fostering a positive, inclusive, and collaborative environment conducive to creative focus.
- Prepare fresh coffee every morning, ensuring the hospitality/coffee station is fully stocked, clean, and inviting for the community.
- Maintain up-to-date physical notice boards at St. Agnes by posting flyers, event announcements, and updates shared by other NYU Berlin team members.
- Assist with classroom reservations and manage equipment rental systems for students and faculty, and liaise with colleagues at the Academic Center when necessary.
- Provide logistical support for the fall semester student art exhibition, spring semester showings, and other on- and off-campus events.
- Act as a primary resource for students, faculty, and guests regarding facility usage.
- Perform regular walk-throughs to ensure spaces are clean, organized, and all equipment is fully functional.

- Assist lecturers and staff with AV setups and troubleshoot minor technical issues.

#### 40 % OPERATIONS & PURCHASING

- Receive orders and put items away as directed.
- Attend maintenance appointments as needed.
- Conduct weekly inventory checks and record items needing repair or order requests for art supplies, tools, and office materials.
- Ensure all academic, artistic, and technical equipment used in Studio Art, Acting, and Gallery courses is stored neatly and organized logically.
- Promptly identify and document any facility maintenance issues, breakages, or safety concerns, reporting them immediately to the NYU Berlin Facilities Management (FM) and cleaning teams.
- Liaise directly with the on-site Security Guard to coordinate access and ensure a secure learning environment.
- Support materials transport between NYU Berlin buildings and off-site locations.
- Execute additional tasks as assigned by the Arts Coordinator and Operations Manager.

#### **Requirements**

##### REQUIRED EXPERIENCE

- Completion of secondary education (Abitur, Fachabitur, or equivalent). Some university-level coursework or a completed vocational training degree (Ausbildung) in a relevant field (e.g., event management, hospitality, administration, media technology) is highly preferred.

##### REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Excellent intercultural and interpersonal communication skills.
- Ability to work independently while remaining a collaborative team player.
- Dedication to service excellence, high-quality solutions, and strong attention to detail.
- Strong ability to prioritize and multitask with a creative approach to problem-solving.
- High level of flexibility, including the ability to work a few Saturdays and evenings per year.
- Familiarity with presentation/classroom/office technology.
- A strong commitment to the values of accessibility, diversity, equity, inclusion, belonging, and sustainability.
- Previous experience with IT and audio equipment, or an interest in developing familiarity with such equipment.

##### REQUIRED WORK PERMIT

- A valid work permit for Germany.

##### PREFERRED KNOWLEDGE, SKILLS & ABILITIES

- Previous experience living, working, or studying abroad (preferably within the context of U.S. universities).
- Genuine interest in getting to know and developing support structures for a very diverse set of international students every semester.
- Familiarity with Adobe Creative Suite (e.g. InDesign).
- Ability to occasionally lift and move materials or equipment weighing up to 20 kg (e.g., event supplies, office materials, water cooler container).

## **Application**

Please send a CV and cover letter to Jennifer Porto ([jennifer.porto@nyu.edu](mailto:jennifer.porto@nyu.edu)) by July 24, 2026. Shortlisted candidates will be asked to provide two recent references/Arbeitszeugnisse prior to their interview.

More information at <https://stellenticket.de/205198/VIAD/>  
Offer visible until 06/08/26

