

Ärzte ohne Grenzen e.V.



Private regierungsunabhängige humanitäre Organisation

Student Assistant Information & Knowledge Management

Stadt: Berlin; Beginn frühestens: 01.11.2026; Dauer: 1 year (with extension option);
Vergütung: 15,10 Euro/hour; Bewerbungsfrist: 11.10.2026

Aufgabenbeschreibung

Review and catalogue content across SharePoint sites
Classify content to support migration, restructuring and future use
Create and update pages in SharePoint using standard features
Work with colleagues to clarify content and resolve questions
Maintain inventories, trackers and other project documentation

Erwartete Qualifikationen

You are enrolled as a student for at least one more year (please indicate the expected remaining duration of your studies in your application)
A structured and analytical approach to working with information
Good attention to detail and the ability to work independently
Experience using SharePoint or similar digital workplace tools
Clear communication skills and willingness to ask questions when needed
Proficiency in English

Unser Angebot

Hard facts
Salary: 15,10€ per hour + 13th monthly salary
6 weeks of per year holiday plus days off on 24. and 31.12.
200€ bonus at the start of the employment
Life Balance
Flexible working hours
Mobile working with presence in our office depending on work requirements incl. technical equipment
Work from another European country for up to 6 weeks a year
Nice to have
Office: kitchens, fruit/snacks, drinks, modern equipment
Urban Sports Membership
Bicycle cellar
and much more
Trainings

Choice of various further training opportunities
Access to e-learning platforms
Offers/topic weeks on mental health, well-being and EDI

Bewerbung

Please let us know in which year you will finish your study

Weitere Informationen unter <https://stellenticket.de/207463/HTWB/>
Angebot sichtbar bis 11.10.2026

