To enhance our highly motivated, international team the Educational Technology Lab located in Berlin is looking for

**Several Assistants (f,m,x)**

full-time/part-time, initially limited to December 2022 (subject to funds being granted, with the prospect of extension)

The Educational Technology Lab, headed by Prof. Dr. Niels Pinkwart aims to support training, qualification and educational processes in (continuing) education and professional development for school, academia and professionals by applying Artificial Intelligence and innovative software technologies.

Your tasks:

» Administrative, coordinating and assistance tasks for a project developing a knowledge and training platform on AI topics
» Establishment and management of the project office (request handling, office management, preparation of presentations, public relations)
» Supporting the project coordination in administrative tasks
» Communicating and cooperating with different project partners and relevant stakeholders
» Event management (planning and organizing of events and workshops)
» Contracting and service monitoring of external service providers

Your qualifications:

» University degree (Bachelor/FH) or training as management assistant in a relevant field with very good results
» Relevant professional experience and skills (e.g. in administration of research projects, assistance to project leaders, contract management, event management, public relations)
» Proficiency in all MS Office products
» Ability to work in a team, ability to quickly grasp new matters, structured way of working, high service awareness and confident interaction with project partners and other relevant stakeholders
» Fluent in German and good command of English (written and spoken)

Your benefits:

» A broad and interesting range of tasks with a variety of creative opportunities in a cooperative team
» An innovative, agile and professional working environment at one of Germany’s highest ranked computer science institutions

Please send your digital application stating your earliest possible start date as well as your salary expectations to Michael.Dietrich@dfki.de (preferably until March 17, 2021, later submissions will be considered until March 24, 2021).

The German Research Center for Artificial Intelligence (DFKI) is Germany’s leading business-oriented research institution in the field of innovative software technologies based on artificial intelligence methods. In the international scientific community, DFKI ranks among the most recognized “Centers of Excellence” and currently is the biggest research center worldwide in the area of Artificial Intelligence and its application in terms of number of employees and the volume of external funds. The DFKI cooperates closely with national and international companies.

Severely disabled applicants and peers are given special consideration if they are equally suitable. The DFKI intends to increase the share of women in the field of science and therefore urges women to apply.