In order to strengthen our committed team in the research area of the Institute for Information Systems at the Saarbrücken location, we are looking for a

**Student assistant (m/f/d)**
*(to support the secretariat team (min. 12h/week))*

The Institute for Information Systems at the DFKI employs more than 60 people in the field of applied research under the scientific supervision of Prof. Dr. Peter Loos. The research and teaching comprises of information and process management in industry, services and administration. Of particular importance is the transfer of technology from science to practice.

Your tasks:
- Support of the secretariat team in organizing the daily operations of the Institute for Information Systems (IWi)

Your qualifications:
- We attach great importance to reliability, commitment, sense of responsibility, flexibility and teamwork
- Enjoyment of independent and structured work
- Experience in working with MS-Office
- Very good knowledge of German and English
- A further period of study of at least 4 semesters in Saarbrücken

Your benefits:
- A demanding and interesting task
- The possibility of employment over several semesters

We look forward to receiving your informative application documents and your earliest possible starting date up to 31.01.2020.

Please send your application exclusively in electronic form to Simone Winter-Dawo (Simone.Winter-Dawo@dfki.de).