

Max-Planck-Institut für Gravitationsphysik, AEI - Physik



Das Max-Planck-Institut für Gravitationsphysik (Albert-Einstein-Institut) ist die weltweit größte Forschungseinrichtung zur Allgemeinen Relativitätstheorie und darüber hinausgehenden Themen. Das Institut befindet sich in Potsdam und in Hannover, wo es sehr eng mit der Leibniz Universität Hannover kooperiert.

For our location in Potsdam, we are seeking: A Student Assistant to the Equal Opportunity Officers

A Student Assistant to the Equal Opportunity Officers

City: Potsdam; Starting date (earliest): At the earliest possible; Remuneration: nach den Regelungen der MPG; Closing date: 30/03/25

Working field

The Max Planck Institute for Gravitational Physics is the largest institute in the world specialized in Einstein's legacy: the theory of General Relativity and beyond. It comprises around 400 employees (scientists, students, IT and administrative staff) between the two locations of Potsdam and Hannover. For our location in Potsdam, we are seeking:

A Student Assistant to the Equal Opportunity Officers

Requirements

The position is initially for 12 months and requires around 10-19 working hours per week (negotiable). We are looking for a student, currently enrolled in university, who is proactive, organized, creative and engaged, and values the effort to provide equal opportunities in the workplace.

Your duties:

- Providing administrative support to our Equal Opportunity Officers, including scheduling meetings, circulating informational emails, and taking meeting minutes.
- Brainstorming creative ways to effectively support the implementation of measures to improve gender equality and diversity at the institute.
- Tracking projects and monitoring the effectiveness of measures.
- Organizing seminars and events related to women in science and equal opportunities.
- Attending job interviews to provide advice when available and appropriate.
- Preparing reports (e.g. for the Scientific Advisory Board meeting)

Your profile:

- Proactive, organized, creative, and engaged.

- Excellent organizational skills.
- Willingness to learn.
- Good English and German language skill (written and spoken at minimum B2 level).
- Project management basics.
- Knowledge of German employment and equality laws and regulations and previous experience in administrative support would be appreciated.
- Interest in the topic of diversity and inclusion.

What we offer

- An opportunity to work in a friendly, international, and dedicated team committed to equal opportunities, where you can make a meaningful contribution.
- In addition, you will have the possibility to take part in further training in equal opportunities and diversity.
- Salary and benefits vary with qualifications, according to the Tarifvertrag des öffentlichen Dienstes (TVöD, approximate pay scale EG2) and the regulations of the Max Planck Society.
- Flexible working hours, the compatibility of career and family and the institute's childcare facilities.

Application

The Max Planck Institute for Gravitational Physics is an equal opportunity employer and is committed to providing employment opportunities to all qualified applicants regardless of race, color, religion, age, gender identity, sexual orientation, or national origin. The Max Planck Society is committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals. Our institute and the Max Planck Society welcome persons with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusion. For more information about our institute, please visit <https://www.aei.mpg.de>. If you have any questions, please do not hesitate to contact our equal opportunities officers, at ooo@aei.mpg.de

Are you interested? Then we look forward to receiving your online application. The deadline for applications is the 30th of March 2025. Please upload your complete application documents in English (CV, motivation letter, proof of university enrolment) combined into a single PDF in our portal:

<https://jobs.aei.mpg.de/214/a-student-assistant-to-the-equal-opportunity-officers/apply>

Please note the data protection information on: <https://www.aei.mpg.de/515110/privacy-policy>.

More information at <https://stellenticket.de/192892/HTWB/>
Offer visible until 17/04/25

