



Student Assistant at the Global Solutions Initiative Foundation gGmbH

The Global Solutions Initiative Foundation (GSIF) is looking for a **Student Assistant (d/f/m)**. The assistant will work closely with the President and the program and research team of the GSIF and assist them in research work and community management.

Form of Employment: Part-time (15-20h/week).

Starting Date: 01 January 2021

End Date: 31 December 2021, with the possibility of extension

Location: Berlin-Mitte

Responsibilities:

- Assist in research especially on G20 topics, whether academic or policy-related
- Assist in community management tasks
- Assist in maintaining files and other resources
- Any other tasks as assigned

Qualifications we require:

- Academic background in economics and also, if possible, international relations
- Strong interest in the G20 process and multilateralism
- Strong research skills
- IT skills and proficiency in main computer applications, i.e. Microsoft Outlook, Word, Excel and PowerPoint
- Excellent attention to detail, diligence and reliability
- Good communication skills and ability to work as part of a team
- Fluency in written and spoken English and German
- Flexibility in responding to urgent tasks and varying workload
- Student status: you must be enrolled in university throughout the whole duration of the employment

About GSIF

The Global Solutions Initiative Foundation (GSIF) is a global collaborative enterprise to propose policy responses to major global problems, addressed by the G20, the G7 and other global governance fora. Our activities include amongst others the Global Solutions Summit, the G20 Insights Platform, international workshops and conferences, and the Global Solutions Journal.

Applications should include cover letter indicating your availability, CV and relevant degrees. Applications are to be sent as PDFs (preferably in one file) to **Bridie France** (bridie.france@global-solutions-initiative.org).