

## **Student Assistant: Organization in PR and Administration**

We are looking for a dedicated and talented student assistant to support us in public relations and administration with organizational and communication tasks. If you are highly organized, committed, and creative, we would love to welcome you to our team!

### **Who We Are**

The Lamarr Institute for Machine Learning and Artificial Intelligence is shaping the future of European AI. By combining cutting-edge research with practical experience, we develop powerful, trustworthy, and sustainable AI solutions. The institute consists of four partners: TU Dortmund University, Fraunhofer IAIS, University of Bonn and Fraunhofer IML. We are looking for support for our team at our TU Dortmund University location.

### **Your Responsibilities**

- Assisting in organizing internal and public events
- Creating and publishing social media posts and other web content
- Supporting the maintenance of our content management systems (WordPress, Typo3)
- Collaborating with our cross-location PR and organization team
- Supporting the general administration of the Lamarr Institute at the TU Dortmund University location

### **Your Profile**

- Enrolled student (m/f/d) at a university
- Experience in event organization
- Experience in independently writing texts and communication materials
- A creative eye for image composition and editing
- Independent, reliable, and structured way of working
- Excellent German skills and fluent English skills (spoken and written)
- Experience with content management systems is a plus (ideally WordPress or Typo3)
- Proficiency in image editing software (e.g., Adobe Photoshop, Illustrator, and InDesign)

### **What We Offer**

- Flexible working hours that can be easily adapted to your studies (e.g., reduced workload during exam periods)
- A pleasant working atmosphere in a motivated and friendly team
- The opportunity to gain practical experience in a professional environment and implement design ideas independently
- Insights into the work of one of the leading institutes for Artificial Intelligence and Machine Learning
- Experience in the organization and management of web content
- Appreciation of your ideas and independent working approaches

- Collaboration with an experienced, cross-location team of science communicators and event organizers

### **Work Location**

Our office is located at the TU Dortmund University's North Campus. Hybrid work (a combination of remote work and on-site presence) is possible—we will find an individual solution that works for you!

### **Start Date**

By arrangement, ideally from May 1st.

We value and promote the diversity of our employees' skills and therefore welcome all applications - regardless of age, gender, nationality, ethnic and social background, religion, beliefs, disability, sexual orientation, and identity. Candidates with severe disabilities will be given preference if equally qualified.

The initial weekly working time is 12 hours per week, with the possibility of an increase based on successful collaboration.

Are you ready to contribute your knowledge of CMS and image/video editing while gaining practical experience at a growing institute? Then we look forward to your application!

Please send your application documents (cover letter, CV, and relevant certificates) by email to [vanessa.faber@tu-dortmund.de](mailto:vanessa.faber@tu-dortmund.de). If you have any questions, feel free to reach out.

We look forward to meeting you!