Data Innovation Lab
by German Federal Foreign Office @ GovTech Campus Germany

Working Student / Team Assistant Position at the Data Innovation Lab

Are you currently enrolled at a university and eager to gain practical experience in international relations? We are expanding our team and seeking a **working student or team assistant** to help us drive innovation in the field of foreign affairs. The Data Innovation Lab (https://www.datainnovationlab.de/) aims to play a pivotal role in advancing a future where human-centered and data-driven insights are integrated to foster sustainable development, technological progress, and global cooperation. We facilitate national, regional and global collaboration and partnerships among experts in foreign policy, local actors, civil society organizations, UN agencies, tech entrepreneurs, governments, the private sector, and academia.

What we offer: Be part of an international team, work at the intersection of the Federal Foreign Office Germany & the GovTech Campus Deutschland, contribute to international data and AI policy projects, collaborate with leading experts, and benefit from flexible work arrangements.

Target Start Date: 15.06.2025
Application Deadline: 21.05.2025

Job Details
- Requirement: Enrolled as a student
- Location: Berlin (remote work possible)
- Working Hours: 10–15 hours per week
- Contract Type: Fixed-term

Your Profile
- Fluent in English and proficient in German (C1)
- Strong organizational skills and attention to detail
- Initial experience in event management and/or project assistance
- Hands-on mentality and proactive attitude
- Ideally familiar with Zoom, Canva, LinkedIn, and Mailchimp

Key Responsibilities:
- Provide day-to-day support for ongoing projects and team operations
- Assist with the preparation and coordination of panel discussions, workshops, and other events
- Support external communication efforts
- Optional: Conduct background research on topics at the intersection of foreign policy and AI

To apply, simply fill out the form here: https://forms.gle/PVUd5W7gSwwTJPtN9
Alternatively, you can send your cover letter and CV to
datainnovationlab@govtechcampus.de
We look forward to your application!