

Von: [Stefan Goebel](#)
An: osi-liste@lists.fu-berlin.de
Betreff: [OSI-liste] GMF Student Assistant
Datum: Dienstag, 17. Oktober 2017 12:43:03
Anlagen: [ATT00001.txt](#)

Title: Student Assistant (part time), Transatlantic Leadership Initiatives

Location: Berlin, Germany

Reports To: Senior Program Officer, Transatlantic Leadership Initiatives

Application deadline: Nov 02, 2017 (cob CEST)

Job summary:

The German Marshall Fund of the United States (GMF) strengthens transatlantic cooperation on regional, national, and global challenges and opportunities in the spirit of the Marshall Plan.

GMF does this by supporting individuals and institutions working in the transatlantic sphere, by convening leaders and members of the policy and business communities, by contributing research and analysis on transatlantic topics, and by providing exchange opportunities to foster renewed commitment to the transatlantic relationship.

Transatlantic Leadership Initiatives (TLI)

To rise to the top in today's world, leaders from all sectors must think and act globally. Successful leaders recognize the value of collaboration — both to meet their own professional objectives and to forge partnerships that develop sustainable solutions to global problems. To meet these opportunities, GMF offers a portfolio of initiatives for established, mid-career, and next generation leaders who are committed to strengthening transatlantic relations.

GMF's Transatlantic Leadership Initiatives (TLI) department seeks an energetic and detail-oriented student assistant to support our work on fellowship and alumni programs for leaders from the United States and Europe. The programs include the Marshall Memorial Fellowship (MMF), Manfred Wörner Seminar (MWS), Transatlantic Inclusion Leaders Network (TILN), and alumni programs targeting these groups.

Key Areas of Responsibility:

- Support the nomination and selection process for the Marshall Memorial Fellowship & the Manfred Wörner Seminar, including communication with high level stakeholders and digital marketing;
- Assist with coordinating & implementing fellowship programming and alumni events;
- Maintain the TLI database and manage the departmental email account;
- Assisting in the relationship management with members of the Alumni Leadership Council;
- Support the planning & implementing programs in Berlin for participants from EP countries
- Liaising with other GMF wide teams;
- Provide administrative support to TLI Staff

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Qualifications and Requirements:

- A student or recent graduate with a background in international business administration, communication, or international studies;
- Commitment to GMF's mission on strengthening transatlantic relations;
- Excellent organizational skills with attention to detail combined with the ability to work well under pressure and deadlines;
- Excellent analytical and communications skills;
- Ability to work independently and as part of a team;
- Knowledge of and interest in international relations, alumni networks, leadership development, fundraising and communications preferred, but not required;
- Good knowledge of Microsoft Word, Excel, PowerPoint and Outlook;
- Fluency in English and German required.

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Start and Length:

Preferred starting date: Nov 20, 2017

Duration: 12 months

Compensation: 800,00€/month at 20 hours/week

Please note that Non-EU-citizens need to be in possession of an unrestricted German work permit.

Application Process:

To be considered for this position, please submit your cover letter and current resume (**as one document**) via our website <http://www.gmfus.org/careers>. Due to the high volume of responses, we will only contact candidates of interest.

GMF is an Equal Opportunity Employer.