

The **Max Planck Institute Luxembourg** is an Institute of the Max Planck Society, which is Germany's most successful research organization. The Institute in Luxembourg conducts high profile research in the areas of European law of civil procedure, international litigation and arbitration and dispute resolution in the financial markets.

In order to support its team, the Institute is currently recruiting students for the academic year 2019/2020:

Student assistant (m/f)

The position:

As a student, you will work an average of 10 hours per week to assist the Directors and Senior Research Fellows of the Institute in their research and support our librarians in their day-to-day tasks. Integrated into the "Student support team", you will also help in the organization of scientific events.

Student assistants are fully included into the research activities of the Institute and have the opportunity to collaborate with its international researchers and guests. This job may be an initial step in the direction of a research career.

Your tasks:

- Assisting researchers and the Directors of the Institute by carrying out administrative and research tasks on internet and databases;
- Taking care of administrative tasks related to the management of the library;
- Supporting the organization of events such as conferences and lectures.

Your profile:

- You are a student enrolled in a Master or Bachelor degree in Law (ideally with a focus on European and International Law);
- You have relevant experience in an academic and research environment, ideally in international institutions or organizations;
- You are fluent in English (German and French would be considered as an asset);
- You have a good command of the usual IT tools such as Microsoft Office;
- You are flexible and enjoy working in a dynamic team and in a truly international environment.

Important remarks:

- The remuneration of your activities includes a compensation of the travelling/commuting costs to Luxembourg if applicable;
- Students are not allowed to have an additional paid job when working as a student assistant;
- You should be available to work at least 1 day/week and be eligible to work in Luxembourg as a student-employee.

Application:

Please apply online on our website: <http://www.mpi.lu/available-positions>

Documents needed: Please submit your CV and cover letter in English and also additional documents such as grades transcripts of the Bachelor and/or Master Program, student card or matriculation certificate and recommendation letter/s (in English if available).