

The [Forum Transregionale Studien](#) (Forum) is a research institution fostering international cooperation between scholars of different expertise and perspectives on global issues. The Forum provides scope for exchange on questions of science policy, epistemology and ethics, and develops infrastructures and formats that allow transregional research ideas and projects to be tested, implemented and communicated. The Forum is committed to strengthening regional studies and to the principle of non-hierarchical research. It appoints scholars from around the world as fellows and engages in joint research programs and initiatives with partners from universities and research institutions in and outside of Berlin. The Forum is funded by the [Berlin Senate Department for Higher Education and Research, Health and Long-Term Care](#).

For its Berlin office and starting on July 1, 2026, the Forum is looking for
a student assistant (f/m/d) for
Public Relations and Publications
(10 hours per week, fixed-term contract until 30.06.2027)

The student assistant's tasks are to support the Science Communication and Public Relations Department, particularly regarding the following main tasks:

- Editing, proofreading and content management of posts on the [TRAFO - Blog for Transregional Research](#) (incl. image rights clearance)
- Maintaining the website and the Forum's social media channels
- Editing and proofreading of publications (brochures, essays, dossiers etc.)
- Preparing and realizing academic events, including follow-ups
- General office duties

Requirements:

- Student in the Humanities, Cultural Studies, Social Sciences or Area Studies, and an interest in the thematic focus of the Forum Transregionale Studien
- Strong organizational skills (proven e.g. by student employment, volunteer work)
- Very good command of English (verbal and in writing) and good command of German
- Competency in handling common office software, (initial) experiences and/or willingness to become acquainted and work with content management systems (Wordpress, TYPO3), as well as with InDesign and Canva
- Independent and reliable working practice

A prerequisite for employment is enrolment at a (technical) university (BA or MA programme). The working conditions and salary are based on the collective agreement for student employees dated January 1, 2003 (TV Stud II) and the currently valid version of the state minimum wage law. The state minimum wage in Berlin is currently EUR 14.84/hour, and will be EUR 15.58/hour from January 1, 2027.

We offer an interesting workplace in a young and international research institution, the possibility of alternating mobile working and a pleasant working atmosphere. The diversity of our society should also be reflected in the Forum's employees. We, therefore, welcome applications from people regardless of cultural and social background, gender, age, religion, ideology, disability or sexual orientation.

Please send your application (cover letter, Curriculum Vitae, certificates) in German or English language in [one](#) PDF file via email to bewerbung@trafo-berlin.de until **May 7, 2026**. Job interviews are expected to take place on June 01 and 03, 2026. Contact person is Georges Khalil.