



Job posting

STUDENT ASSISTANT, COMMUNICATIONS

The **American Academy in Berlin** was established in 1994. Its primary goal is to foster greater understanding and dialogue between the people of the United States and the people of Germany. The Academy offers residential fellowships at its Hans Arnhold Center to scholars, writers, policymakers, and artists from the United States, giving them the opportunity to pursue their work in a manner that encourages participation in the vibrant life of Berlin and Germany. The Academy also brings American thought leaders to Berlin for briefer visits to facilitate a robust exchange of views. The Academy has become one of Europe's most visible and effective institutions of transatlantic dialogue and has built up an extensive network in the corporate, political, academic, and cultural communities in the United States and in Germany. Its cross-cultural, interdisciplinary environment and creative programming have made the Academy a highly regarded center in Germany and beyond.

To support our communications team, the American Academy in Berlin is looking for a

Student Assistant, Communications

in part-time (20 hours/week)
starting as soon as possible.

The communications department helps to relay the work of the Academy's residential scholars, artists, writers, and policy experts to a broad, educated public. The Student Assistant, Communications Assistant will support communications staff in daily business and special projects and will also contribute to digital and social media outreach.

Regular duties will include:

- General administrative support
- Supporting online communication and marketing, including monthly newsletter
- Helping maintain database of press contacts
- Researching topic-specific media contacts to invite to events, cultivating contacts
- Monitoring and documenting media coverage, including maintenance of press archive
- Archiving photo and video material
- Maintaining online event calendars
- Assisting with media interviews and outreach, including support at Academy events
- Supporting distribution of news announcements, podcasts, and publications
- Researching press-related trends in politics, arts, and the humanities

Qualifications sought:

- Working toward a Master's degree in humanities, journalism, or social sciences
- Ideally some professional experience related to communications and public relations
- Native-level German and excellent English skills, both verbal and written
- Excellent skills in MS Office; experience with databases and Photoshop a plus
- Familiarity with social media, online marketing, and content-management systems (Wordpress for web, CleverReach for newsletter, Combit CRM)
- Interest in American culture and politics
- Intercultural competence
- Ability to work in a fast-paced, multi-tasking work environment
- Strong ability to work independently
- Strong organizational skills

We offer:

- A two-person, motivated, energetic communications team
- An attractive international work environment
- Interesting and varied activities in a successful and dynamic organization
- The possibility to participate in events on a broad spectrum of transatlantic topics

The position is limited to 12-18 months.

We are looking forward to receiving your application and ask you to please include your possible entry date. Please send your PDF documents per email to:

Dr. R. Jay Magill, Jr.
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We take the protection of your personal data seriously. Here you can find information about how we process your personal data: <https://www.americanacademy.de/data-processing-information/>