Email: info@rfberlin.com

Address: Charlottenstraße 60-61, 10117 Berlin, Germany   **Website:** www.rfberlin.com

Student Assistant for Data Management - RFBerlin

ROCKWOOL FOUNDATION BERLIN – Institute for the Economy and the Future of Work (RFBerlin), a new research institute focused on applied and data-driven research, is seeking a student assistant to provide support to our team. As a student assistant, you will be responsible for assisting with administrative duties, project coordination, and the creation of a large information hub for migration-related questions. This position offers a unique chance to gain hands-on experience in data-driven research and develop your coding skills in a dynamic and supportive environment. This is a part-time position that offers flexible hours, allowing you to balance work and your studies. We are excited to welcome a new team member to our office in Berlin and would like to offer an immediate start for the position, based on individual agreement.

Job Responsibilities:

- Assist with creating a large information hub for migration-related questions.
- Collect and prepare data, and perform data analysis using R and/or Python.
- Assist with project coordination, including scheduling meetings, tracking deadlines, and communicating with team members.
- Attend and take notes at team meetings and prepare meeting minutes.

Qualifications:

- Currently enrolled as a bachelor or master student in statistics, informatics or related disciplines.
- Good coding skills in R and/or Python.
- Interest in research and data analysis.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills in English (German optional).
- Ability to work independently and prioritize tasks.

How to Apply:

RFBerlin is an equal opportunity employer. If you are interested in applying for this position, please submit your resume, a cover letter, transcripts, references (if applicable) and a past coding assignment/project illustrating your ability to work with large datasets to info@rfberlin.com by **May 8, 2023**. In your cover letter, please explain why you are interested in this position and how your qualifications make you a strong fit for the role.

For further information on the institute, please refer to https://www.rfberlin.com. Please feel free to contact info@rfberlin.com if you have any questions. We look forward to hearing from you!