

JOB OPENING

PERSONAL ASSISTANT (M/F/D) TO THE ACADEMIC DIRECTORS

ABOUT THE NEW INSTITUTE

THE NEW INSTITUTE is a mission-driven Institute of Advanced Study and a platform for change. Based in Hamburg, the Institute was initiated in response to the most pressing ecological, economic, social, and political challenges of the 21st Century. It aims to develop concepts for systemic change. THE NEW INSTITUTE provides an inspiring environment for thoroughly rethinking commonly held beliefs based on critical inquiry and combining different fields of knowledge

YOUR RESPONSIBILITIES

- Coordinate and prepare briefings and presentations for meetings
- E-mail communication with prospective fellows, academic leaders, and practitioners
- Collect and analyse data on prospective fellows and speakers
- Draft minutes and documents for the Governing and Advisory Board
- Prepare presentations and regular updates on institutional developments

OUR REQUIERMENTS

- Excellent master's degree in any field of the Humanities or Social Sciences, ideally with a completed PhD
- Strong interest in current political, economic, ecological, and social debates
- Outstanding analytical skills combined with a high degree of solution-oriented efficiency and effectiveness
- Expertise in MS-Office and LaTeX or comparable presentation software
- Native language level in English and German speaking and writing
- Flexibility with respect to working hours

WHAT YOU CAN EXPECT

- Being part of an emerging new institute for advanced studies dedicated to social change
- Working with globally distinguished research fellows and practitioners from the arts, business, politics, and technology
- A high degree to work independently and on your own responsibility

- An attractive and international work environment in the city of Hamburg

We look forward to your application including a letter of motivation, CV, certificates, references, salary expectations and your earliest start date. Please send your application in a single PDF document no larger than 10 MB to jobs@thenew.institute.

Questions can be directed to anna.katsman@thenew.institute or wilhelm.krull@thenew.institute

THE NEW INSTITUTE encourages diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, ethnicity, origin, gender identity/expression, age, religion, disability, sexual orientation or any other characteristic protected by law.