

The Hasso Plattner Institute (HPI) is Germany's university center of excellence for digital engineering ([www.hpi.de](http://www.hpi.de)). The joint digital engineering faculty of the University of Potsdam and HPI offers a unique and particularly practice-oriented degree program in computer science and engineering that is unique in Germany. HPI conducts university research of worldwide renown. HPI's teaching and research focuses on the fundamentals and applications of large, highly complex and networked IT systems.

**The HPI School of Design Thinking** is currently looking for a

## **Student Assistant (m/f/d) in IT/Media/Knowledge Management**

Initially temporary until 09/30/2021 with the possibility of extension. 9 hours per week.

### **The core responsibilities are as follows:**

- Support in media and graphic design for knowledge based documents such as handouts, guides and tutorials
- Basic video editing using video editing software such as iMovie, Premiere & After Effects
- Maintaining certain databases and WordPress sites
- Support in maintaining internal files, server backup and inventory tasks
- Providing technical support and updates to internal D-School staff with focus on Apple/iOS
- Administration of our technical infrastructure (e.g. updates and software distribution)

*In addition to the specific responsibilities, the role may require you from time to time to act as backup for the other student assistants in the program and have some different responsibilities of event days. These may include:*

- Digital hosting and concierging of video conference calls
- Recording, editing and uploading videos
- Supporting the program coordinator with administrative tasks
- Providing technical support

### **The following competencies are desirable:**

- Enrolled student at a university (certificate of enrollment available)
- Interest in Design Thinking
- Problem solving attitude and a desire to learn and develop
- Good English language skills
- Basic knowledge of media technology
- Good knowledge of the operating systems OSX and Windows
- Basic knowledge of programming and scripting languages as well as HTML, CSS, Java & PHP
- Knowledge in databases such as FileMaker and CMS Wordpress
- Proficiency in using video editing tools such as After Effects, Premiere, iMovie & DaVinci Resolve

**What we offer you:**

- A multifaceted job embedded in an international and state-of-the-art working environment
- Insight into the organization and implementation of design thinking programs
- Collaboration in the middle of a dynamic institute
- Flat hierarchies, motivated team and unbureaucratic cooperation
- A workplace at the HPI campus in Potsdam-Babelsberg (S-Bhf. Griebnitzsee) with fast transport connections to Berlin

We look forward to receiving your application documents. Please send them by June 15, 2021 exclusively by e-mail and in PDF format to Maria Aragon: [Maria.Aragon@hpi.de](mailto:Maria.Aragon@hpi.de)

**Hasso-Plattner-Institut für Digital Engineering gGmbH**

Prof.-Dr.-Helmert-Str. 2-3, 14482 Potsdam, Germany