The Max Planck Institute Luxembourg is an Institute of the Max Planck Society, which is Germany’s most successful research organization. The Institute in Luxembourg conducts high profile research in the areas of European law of civil procedure, international litigation and arbitration and dispute resolution in the financial markets.

The Institute is recruiting students to work during the summer 2018 as:

**Student during school holidays (m/f)**

**The position:**
As a student, you will assist our Senior Research Fellows and Directors of the Institute in their research or support our librarians in their day-to-day tasks and our library users. Integrated into the “Student support team”, you will also help in the organization of the scientific events which would take place during summer.

You will be fully included into the research activities of the Institute and have the opportunity collaborate with its international researchers and guests.

**Your tasks:**
- Assisting researchers and the Directors of the Institute by carrying out administrative duties and research tasks on internet and databases;
- Taking care of administrative tasks related to the management of the Library;
- Supporting the organization of events such as conferences and lectures.

**Your profile:**
- You are a student enrolled in a full-time program in Luxembourg or abroad (ie: Master’s program);
- You are under 27 years old;
- Ideally you have an educational background in Law (focus on European and International Law) or in Library and Information Science;
- You are available to work 40 hours/week during normal office hours;
- You are fluent in English (while any other European language is considered as an asset);
- You have a good command of the usual IT tools such as Microsoft Office;
- You are flexible and enjoy working in a dynamic team and in a truly international environment.

**Important remarks:**
- Ideally the duration of the contract will be 1 month (maximum 2 months). Possible start dates: 01 or 15 in June, July, August or September.
- Students are fully dedicated to the Institute and are not allowed to have an additional job.

**Application:**
Please apply online on our website: [http://www.mpi.lu/available-positions](http://www.mpi.lu/available-positions)

**Documents needed:** Please submit your CV and cover letter in English. Additional documents such as grades transcripts; student card and recommendation letter/s should be submitted in English, if available.