

We are calling for an

## Student IT Assistant

### About Us

IFOAM - Organics International is an NGO that promotes the broad adoption of truly sustainable agriculture, value chains and consumption in line with the principles of organic agriculture. Founded in 1972 the mission of IFOAM – Organics International is leading the change – organically.

### The Position

It's an exciting time to join our team. In a growing international organization demands on Information Technology (IT) are also increasing. To support our IT Manager, we are looking for a *Student IT Assistant*.

We work in a Mac-based office environment and we maintain several inhouse Mac/Linux Servers and several Linux (Ubuntu 16,18,20)-based web servers. As Student IT Assistant you prepare computers for new colleagues and you learn to take over basic tasks of the infrastructure maintenance. You also act as a first-level support for our team in Bonn and occasionally also for colleagues working from abroad. As a proactive team player, you are working collaboratively as part of a multicultural and interdisciplinary team of 30 and based in Bonn, Germany, reporting to the IT Manager.

### Responsibilities

- Preparing & Configuration of Mac machines for the new colleagues;
- Independently support the office team in IT matters (Office 365/Salesforce/MacOS);
- Maintain parts of our network infrastructure;
- Support the IT Manager.

### Qualifications, Experience & Skills

- Experience in IT support;
- Familiar with the macOS operating system;
- Experience with at least one Linux distribution, e.g. Ubuntu;
- Familiar with the command line;
- Experience with Microsoft 365/Salesforce is a plus point;

- Ability to communicate in English, additional languages (e.g. German, French and/or Spanish) are valued;
- Ability to resolve problems independently;
- Responsible, reliable and service-oriented.

### **We Offer**

We offer a part-time (20 hours a week) position in a dynamic and multicultural team of a well-established and growing, international organization.

We offer a monthly salary of € 1000 (brut). Experiences and skills of particular relevance may be considered and influence the salary level. There is an opportunity to obtain a job ticket.

### **How to Apply**

Electronic applications should be submitted **by 30<sup>st</sup> of July** to [jobs@ifoam.bio](mailto:jobs@ifoam.bio). Applications should include a cover letter, work certificates (if available) and your CV. Shortlisted candidates will be asked to provide the names and contact details of two professional references.

Only complete applications will be considered. We are aiming to fill this position by 1<sup>5th</sup> of August or earlier, when a suitable candidate is found, so we encourage early applications.

**Please be aware that this position addresses only to persons who are enrolled in a German university.**