STELLENAUSSCHREIBUNG/VACANCY ANNOUNCEMENT
ASSISTANT FOR SOFTWARE ADMINISTRATION AND IT
STUDENT OR ADMIN
BERLIN OR REMOTE

Position	Assistant for Software Administration and IT
Location	Berlin or remote
Duration	at least 1 year
Type of Employment	Minijob or 'Werkstudent', roughly 520 EUR/month
Start	as soon as possible
Deadline for application:	**running**

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YOUR RESPONSIBLITIES

〉 **Software Management**
Install and update software, manage licenses, and assist in selecting new software solutions

〉 **IT Support and Ticketing**
Respond to IT tickets, answer queries from our staff and volunteers regarding technical issues and questions

〉 **Project Support**
Participate in IT projects, such as implementing new systems or optimizing existing processes

〉 **Network Administration**
Monitor and maintain our network infrastructure, assist in setting up and managing VPNs and other network services

〉 **Data Backup and Recovery**
Perform regular backups and recover data as needed

〉 **IT Documentation**
Create and maintain documentation on IT processes, systems, and solutions

〉 **User Management**
Create and manage user accounts and access rights in various IT systems

〉 **Training**
Assist in conducting IT training and workshops for our staff and volunteers

〉 **Hardware Maintenance**
Install, configure, and maintain computers, printers, and other hardware components

YOUR PROFILE

〉 Basic knowledge of and interest in IT and software administration

〉 Willingness to find creative (low-budget) solutions for NGO-needs
〉 Very Good English Language Skills
〉 Experience with Windows operating systems
〉 Analytical thinking and problem-solving skills
〉 High communication skills and team spirit
〉 Independent and structured work style

PREFERABLY BUT NOT MANDATORY

〉 Enrolled student in computer science, information technology, or a related field
〉 Experience with Linux operating systems and Server Administration
〉 German Language Skills

WHAT WE OFFER

〉 Exciting and varied tasks in a meaningful organization
〉 Insight into the work of an NGO and the opportunity to make a direct contribution to our projects
〉 Team-based and cooperative approach
〉 Own areas of responsibility
〉 Flexible working hours

Please send us a CV and explain your motivation to work with us by filling in the form here or via email to info@equal-rights.org.

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Equal Rights Beyond Borders is a non-profit organization committed to strengthening the rights of asylum seekers at Europe's external and internal borders. We focus on family reunification, the rights of unaccompanied minor refugees, and cases of illegal detention or return within Europe or to Turkey. We offer legal advice and legal representation for asylum seekers in EU Hotspots in Greece as well as on the Greek mainland and enforce their rights through strategic litigation in Germany and Greece. All offices work in close cooperation with partners in Greece, Germany and at EU level.