



European XFEL is an international non-profit company located in the Hamburg area in Germany. It operates a 3.4 km-long X-ray laser, which produces X-rays of unique quality for studies in physics, chemistry, the life sciences, materials research and other disciplines. The diverse scientific facilities at European XFEL enable scientists from across the globe to carry out a wide range of experimental techniques.

You will work in our research organization in the Communication Group. The Lighthouse Visitor Centre at European XFEL informs visitors about the facility and its research. The building includes an exhibition, conference facilities and the Xcool lab. These facilities attract visitors including school classes, scientists and members of the public, who generally speak either German or English. Bookings are taken for guided tours and the Xcool Lab. In addition to the events programme, spontaneous visits are possible during opening hours. The main role of information desk staff is to assist visitors, on arrival, during their visit and with booking services before they arrive.

We are looking for a

Reception Student Assistant (f/m/d) for the Lighthouse Visitor Centre (20h/week)

The position

- Work at the information desk of the Lighthouse, after receiving training and instruction from communication and outreach staff
- Act as a first point of contact for visitors to the European XFEL campus and the Lighthouse building, providing directions, and answering questions
- Respond to telephone and email enquiries
- Assist Lighthouse staff in managing bookings, tours and visits to the Xcool Lab, and assist with other administrative tasks in the COM group
- Assist with maintaining tour equipment, and keeping stock of marketing materials
- Assist with events

Requirements

- Enrolled university student
- Open, communicative and professional manner
- Organisational, communication and problem-solving skills
- Ability to work in a team, independence, sense of responsibility
- Fluency in German and a working knowledge of English

For additional information, please contact Arwen Cross (arwen.cross@xfel.eu).

Working place will be Schenefeld, in the Hamburg metropolitan area. General information on working in Germany, the Hamburg area and the European XFEL can be found [here](#).

Our offer

Become part of a vibrant international and multicultural team of scientists, engineers, technical and administrative staff. Be involved in cutting edge scientific and technical progress and participate in our international networks. Experience our atmosphere of tolerance and respect.

Salary and benefits are similar to those of public service organizations in Germany, this includes for example:

- family-friendly working environment (e.g. additional childcare days)
- flexible working times and option for work from home depending on tasks
- 30 days of vacation, 24th and 31st of December are free as a courtesy of the employer
- extensive relocation benefits
- generous company pension scheme (6,45% of monthly salary)
- monthly social events and subsidized company restaurant
- partially financed job-tickets for public transportation
- extensive training opportunities incl. subsidized English and German language classes
- Easy and free access to a mental health platform to support your well-being

Our company language is English.

Reference number: X-356

Duration: 1 year with the option to extend (requires continued student status).

Application

Please apply [online](#) and provide your CV and a motivation letter in English as well as any reference letters.

The European XFEL GmbH is an equal opportunity and affirmative action employer and we promote and support diverse and heterogenous teams. Applicants with disabilities will be given preference over other equally qualified applicants.

APPLY NOW

SEND TO A FRIEND

Deadline: 11 December 2024

European XFEL GmbH
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www.xfel.eu