

Working Student – Administrative Support (m/f/d)

Remote · Working Student · Start: April 1, 2026

At the Liquid Legal Institute e.V.

About the Liquid Legal Institute e.V.

The Liquid Legal Institute (LLI) is an open, interdisciplinary, non-profit platform dedicated to driving innovation in the legal sector. Our mission is to advance new ways of thinking, digital approaches, and innovative business models within the legal ecosystem.

We believe in collaboration, co-innovation, and simplification. We bring together experts from law, technology, design, and business to collectively shape the future of the legal ecosystem.

Your Role

You will support our various focus areas by helping Working Groups structure and advance their ideas. You ensure meetings are well organized, outcomes are documented, and projects move forward — fully remote and flexibly alongside your studies.

Your Responsibilities

- Scheduling and coordinating meetings
- Organizing and documenting roundtables (planning, progress tracking, results)
- Providing administrative support to Working Group Leads
- Contributing to:
 - Project management
 - Publishing publications
 - Event planning and coordination

Your Profile

- You are an enrolled student (e.g., Business Administration, Law, Political Science, Social Sciences, or similar)
- You work in a structured, reliable, and proactive manner
- You have strong organizational skills
- You are interested in project-based, interdisciplinary collaboration
- You have excellent German and English language skills

What We Offer

- Hands-on experience and exchange within an interdisciplinary environment
- Flexible working hours, ideal alongside your studies
- The opportunity to help shape future topics in Legal Technology
- Collaboration with experts from various organizations

Interested?

We look forward to receiving your CV and hearing from you.

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🌐 www.liquid-legal-institute.com

