

The Company Relations, Career Development & Customised Solutions Team at ESCP **Business School, Campus Berlin** is looking for a

Manager Career Development (m/w/d) (40 Hrs/Week)

to start in **January 2022 or later**.

Responsibilities: As Manager Career Development, you will be part of the Company Relations, Career Development & Customized Solutions Team, which develops and manages the international network of partner companies for the Berlin campus of ESCP, designs and implements career offers for all students and cooperates with other departments of the university and the professors.

For our Manager Career Development we would like him/her to

- develop and deliver career events and trainings.
- further develop and implement our social media strategy and take care of the department's website (wordpress).
- regularly exchange information with our partner companies about their recruiting needs and takes care of their employer branding on campus.
- advise our students competently, prudently and empathetically on all career issues.
- play an active role in our network and act as a competent contact person for different stakeholders.
- represent the university at events and conferences.
- identify top students and involves them in our placement activities.
- manage our job board.

We offer a pleasant, open and trusting working atmosphere with plenty of room for your own ideas with flexible working hours and options for remote work. We are looking for a personality who thinks in an entrepreneurial way, takes action themselves, is committed and motivated, dedicates themselves responsibly and carefully to their tasks, but is also willing to provide flexible support in the department in order to implement our projects.

Requirements: You have completed your studies and ideally have practical experience in career consulting / HR, business development / innovation management or marketing in a service company. You like to work analytically and conceptually, but also with people and have nothing against operational tasks. Empathic composure characterises you, you like to get to know new people, are curious and enjoy giving presentations. Achieving ambitious goals is important to you. You like to work independently, but also in a team and have an eye for detail. You should also like to travel occasionally. As we work in a very international environment, you should be able to speak and write English fluently (German is a plus). It would also be helpful to have social media experience and knowledge (instagram etc.).

Please send your application documents (cover letter, CV, references, salary expectations) to Michaela Wieandt (mwieandt@escp.eu) by **04 January 2022**. If you have any questions, you can reach Michaela at 030/32007-166.

About ESCP Business School: ESCP Business School is an international business school with campuses in 6 European metropolises. Founded in 1819, ESCP is the oldest business school in the world. To date, the business school is regularly awarded with top positions in the Financial Times rankings. ESCP Berlin's academic focus lies on the topics entrepreneurship, sustainability and digitalization.