

The Executive Education Team of **ESCP Business School, Campus Berlin** is looking for support from **Oct 01,2024**:

Student Assistant Executive Education (all genders) 10 hours/week

The Executive Education Department is connecting the university with businesses, creating and organising tailor-made training programmes for companies in a B2B context.

Responsibilities

As a student assistant, you will be responsible for supporting the ExEd -Team planning and coordinating programmes for companies and executive students.

As a Student Assistant, your tasks will be to

- Support the team in the planning and implementation of tailor-made executive learning programmes
- Manage administrative documents and training materials
- Support and design creative presentations, ensuring a consistent and professional approach
- Accompany clients in external activities
- Research of potential new client

We are looking for someone who

- is quick to get to grips with our projects and is keen to proactively contribute their own ideas.
- likes to further develop projects and ideas and grasp synergies.
- is willing to lend a hand when necessary and delivers high quality work.
- knows that administrative tasks are part of the job and wants to learn here as well.
- lives in Berlin/Brandenburg and has a valid residence permit in Germany.

We offer a dynamic, open and trusting working atmosphere with plenty of scope to try out your own ideas. As a student assistant, we are looking for a dynamic go-getter personality who thinks entrepreneurially, takes action themselves, is committed and motivated to responsibly tackle existing and new projects and successfully implement them with attention to detail.

Requirements

- Enrolled in a Bachelor or Master programme.
- Strong interest in programme coordination
- Strong communication and organisational skills
- Very good written and spoken English skills. German is a plus
- Good knowledge of Office applications (particularly Excel & Powerpoint) and graphic design (particularly Canva)

Please send your application documents (CV, cover letter, possible start date, certificates) by e-mail to aklinger@escp.eu ESCP Business School, Heubnerweg 8-10, 14059 Berlin as soon as possible.

If you have any questions, reach out to Arne Klinger by phone +49 30 32007 177.

About ESCP Business School: ESCP Business School is an international business school with campuses in 6 major European cities. Founded in 1819, ESCP is the oldest business school in the world. To this day, the business school regularly occupies top positions in the rankings of the Financial Times. The academic focus of ESCP Berlin is on entrepreneurship, sustainability and digitalisation.