

At the Chair of International Management and Strategic Management (Prof. Dr. Stefan Schmid) at **ESCP Business School Berlin** the following position is available **(to be filled in May 2025 or later)**:

Student Assistant (m/f/d)

10 hours per week (upon agreement, also up to 20 hours per week)

Your Task:

You will join our team as a student assistant to support the systematic revision of lecture slides at a leading European business school. Your main task will be to improve the quality and consistency of teaching materials by revising existing slides according to predefined guidelines. This includes correcting formatting issues such as layout, fonts, and structure, verifying content consistency, and documenting revisions using checklists. You will work closely with the academic team to align on quality standards and ensure a smooth and consistent revision process. In addition, you will also be involved in research tasks.

What We Offer:

- A collaborative and open working environment with exposure to academic content creation
- Flexible working hours with a primary presence required at ESCP Berlin campus (partial remote work possible)
- Opportunity to gain insights into everyday life of an academic career
- Initial contract until July 2025, with the possibility of extension

Your Profile:

- Student in all disciplines
- Proficiency in MS Office, particularly PowerPoint and Excel. Familiarity with other tools for data analysis or content creation would be a plus.
- Excellent verbal and written communication skills in English (German is a plus)
- High level of accuracy, detail-orientation, and diligence
- Strong sense of responsibility, reliability, and personal commitment

Contact:

For more information about the department and ESCP Business School, please visit escp.eu/imsm. If you have further questions, Mr. Zhengtian Xia is available at jobs-berlin@escp.eu. Should you be interested, please send your complete application documents (including CV, transcripts, and possible start date) via our applications form in a PDF **until April 14th, 2025**, to:

ESCP Business School, Campus Berlin
Zhengtian Xia – Research Assistant
Chair of International Management and Strategic Management
Heubnerweg 8-10, 14059 Berlin

APPLY NOW

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 of entrepreneurship, sustainability, and digitalization.

www.escp.eu/vacancies-Berlin