

ESCP Business School Berlin is looking for a new student assistant in the Career Development & Company Relations team **starting May 01, 2025**:

Student Assistant Career Development & Company Relations (f/m/d)

10 hours per week | located in Berlin

Your tasks

- Communication and social media management: Support the development and execution of communication strategies for both students and companies, contribute to the creation and scheduling of engaging content on various communication platforms.
- Event coordination: Assist in the planning, coordination, and execution of career & company events. Your main task will be the organisation of the yearly ESCP Impact Fair in November focusing on job opportunities in impact driven companies.
- Company outreach & relationship management: Assist in outreach activities to potential clients and partners, support the development of proposals and presentations for current partners.
- Data management/tracking and analysis: Support in the collection, organization, and analysis of data for various projects, help maintain databases and spreadsheets to ensure accurate and up-to-date information.

Your profile

- Enrolled in a Bachelor or Master programme
- Strong interest in event coordination and in mediating contacts between companies and students
- Strong communication and organisational skills
- Good knowledge of Excel & Powerpoint and graphic design (particularly Canva)

You can expect

- An international, open and trusting working atmosphere with plenty of scope to try out your own ideas.
- Exciting and varied tasks in an international team with opportunities for mobile working
- A steep learning curve and responsibility for your own projects
- Attractive, historic location in Berlin just next to Schloss Charlottenburg

Interested?

We look forward to receiving your application documents (CV, letter of motivation). Please send these via the following applicant button, stating your earliest possible start date, by **15 April 2025**, to:

ESCP Business School, Campus Berlin

Tanja Hejlskov - Head of Career Development & Company Relations

Heubnerweg 8-10, 14059 Berlin

<https://escp.eu/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 entrepreneurship, sustainability and digitalization.

www.escp.eu/vacancies-Berlin