

The **Executive Education Team** of ESCP Business School, Campus Berlin is looking for support from February 15, 2026, as a:

Student Assistant (all genders) – Digital Programmes

20 hours per week

The Executive Education Department connects the university with professionals and organisations, creating and delivering impactful learning experiences. Within the Digital Programmes team, we offer management and leadership programmes for individual participants in both online and offline formats.

Responsibilities

As a Student Assistant in the Digital Programmes team, you will support the organisation, coordination, and smooth delivery of our programmes. Your tasks will include:

- Monitoring participants' progress and following up when needed
- Responding to participants' technical and organisational questions (online and in person)
- Managing administrative documents and programme materials
- Researching potential new participants for open programmes

We are looking for someone who:

- Quickly understands new tasks and processes and enjoys contributing proactive ideas
- Is motivated to further develop projects and spot potential improvements
- Is hands-on, reliable, and committed to delivering high-quality work
- Is comfortable performing administrative tasks and eager to learn
- Lives in Berlin/Brandenburg and holds a valid residence permit in Germany

Requirements

- Enrolled in a Bachelor's or Master's programme
- Strong interest in programme coordination and participant support
- Strong communication and organisational skills
- Very good written and spoken English; German is a plus
- Confident using Office applications (especially Excel & PowerPoint)

Interested?

Please send your electronic application at latest by **31st January 2026**, indicating the possible start date via our applications form to:

ESCP Business School, Campus Berlin

Maia Beltadze

Junior Programm Manager

Heubnerweg 8-10, 14059 Berlin

APPLY NOW

www.escp.eu/berlin

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