

The Student Experience Team at **ESCP Business School, Campus Berlin**, is currently looking for a

## Student Assistant (all genders)

10 hours per week | located in Berlin | 14,32 €/hour

starting from **February 16, 2026**, or later.

### About the Role

The Student Experience Team is dedicated to fostering a supportive, engaging, and inclusive environment for our highly international student community. As a Student Worker, you will play a key role in ensuring smooth administrative processes, providing responsive communication, supporting data-driven decision-making, and helping implement initiatives that strengthen student well-being, belonging, and overall campus experience.

### Responsibilities

- Maintain student data systems, ensure accuracy, and prepare summaries for reporting.
- Handle student communication via email, provide administrative guidance, and coordinate with external partners.
- Support planning and execution of student-focused events and initiatives, including logistics and follow-up evaluations.
- Provide guidance and information on administrative requirements and available student services.
- Support the planning, promotion, and execution of events, campaigns, and workshops related to health, well-being, housing, and student life.
- Assist with logistical tasks (venue setup, participant lists, feedback forms).

### Your Profile

- You are currently enrolled as a student and **are ideally in student status for the next 12 months**.
- Strong interest in **student engagement, health, and well-being**.
- Excellent data-handling skills with experience in Excel or similar tools.
- Creative mindset and confidence working with online platforms and digital communication tools.
- Able to balance hands-on operational tasks with thoughtful, student-focused service.
- Fluent in **English**; **German skills at B1 level** due to communication with external institutions and local partners
- Reliable, structured in your work, and comfortable in a fast-paced international environment.

### Interested?

We look forward to receiving your detailed application documents (CV, letter of motivation). Please send these via the following applicant button, by **February 7, 2026**, to:

ESCP Business School, Campus Berlin  
**Andrea Gommans** - Head of Student Experience  
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](https://www.escp.eu/vacancies-Berlin)