

The **Specialised Masters Programme Office** of ESCP Business School, Campus Berlin, is looking for support with an **immediate start**, as a:

## Student Assistant (all genders)

10 hours per week

### Responsibilities:

Your responsibilities will include supporting the Programme Managers in carrying out their administrative tasks, in particular:

- Administrative tasks, including issuance of official documents and preparation of materials (e.g. PowerPoint, Google Docs, Excel)
- Maintaining and updating databases and student records
- Supporting the management of internship and thesis processes, including document updates and platform checks
- Answering students' emails (especially during the absence of the Programme Manager)
- Providing support to lecturers
- Supporting the organisation of programme-related events (e.g. Induction Days, Graduation)
- Assisting with timetable creation and administrative tasks in our campus management system

### Requirements:

- Enrolled in a Bachelor's or Master's programme
- Strong communication and organisational skills
- Very good written and spoken English; German is a plus
- Confident using Office applications (especially Word, Excel & PowerPoint)
- Reliability, initiative, independence, sense of responsibility, commitment, and diligence
- Available to work on campus at least once per week and be physically present for events; increased presence may be required during critical periods

### Interested?

Please send your electronic application (CV, cover letter in one PDF) **as soon as possible**, indicating the possible start date via our applications form to:

ESCP Business School, Campus Berlin

**Julia Apel + Buğra Çelik**

Senior Programme Managers

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.