

ESCP Business School Berlin is a state-recognised university and one of the leading business schools in Europe. Our **Executive Education** department is looking for a Student Assistant

Student Assistant (all genders) – Business Development

from June 2025 | 10 hours per week | limited | in Berlin | 14,32 €/h

Your Responsibilities

- To plan and execute sales strategies
- Prepare, manage and follow-up of sales calls
- Calling prospects and evaluating the profiles of prospective candidates
- To reach out to executives

Your Profile

- Is communicative, friendly, reliable and efficient
- Is not afraid of contacting leads by phone
- Is quick to get to grips with our projects and is keen to proactively contribute their own ideas
- Knows that administrative tasks are part of the job and wants to learn here as well
- Enrolled in a Bachelor or Master programme
- Strong communication and organisational skills
- Very good written and spoken English skills
- Good knowledge of Office applications (particularly Excel & Powerpoint)

We Offer

- A secure employment relationship in an international environment with an attractive salary
- Exciting and varied tasks in an international team with opportunities for mobile working
- Plenty of creative freedom and space for your own ideas thanks to flat hierarchies
- Subsidy for the Germany ticket
- Attractive, historic location in Berlin with the opportunity to go for walks in the park or jog during your lunch break

Interested?

We look forward to receiving your detailed application documents (CV, cover letter, references). Please send these via the application button below preferably by **21.05.2026**, to:

ESCP Business School, Campus Berlin
Executive Education
Heubnerweg 8-10, 14059 Berlin
<https://escp.eu/berlin>

[APPLY NOW](#)

www.escp.eu/vacancies-Berlin

About ESCP Business School: ESCP Business School is an international business school with campuses in six European cities. Founded in 1819, ESCP is the oldest business school in the world. To this day, the business school regularly ranks at the top of the Financial Times rankings. ESCP Berlin's academic focus is on entrepreneurship, sustainability and digitalisation.