

ESCP Business School Berlin is a state-recognised university and one of the leading business schools in Europe. Our **Career Development & Company Relations** department is looking for a

Student Assistant (all genders) - Event Support & Student Communication

from **September 1st 2026** | 10 hours per week | in Berlin | 14,32 €/hour

Your Responsibilities

- Assist with event logistics before, during, and after events, including registrations, room setup and on-site support
- Support the communication with students regarding career events, workshops, company visits, and career opportunities
- Create and support on creating content for different channels like newsletters, emails, social media, and internal communication channels
- Respond to student inquiries and provide support before and after events

Your Profile

- Enrolled in a Bachelor or Master programme, ideally in Business, Management, Marketing, or a related field
- Excellent organisational and time-management skills with strong attention to detail.
- Strong communication and organisational skills
- Experience with Canva or other graphic design tools is a plus.
- Strong written and verbal communication skills in English (German is an advantage)

We Offer

- A secure employment relationship in an international environment
- 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
- 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 by **August 7th**, to:

ESCP Business School, Campus Berlin

Tanja Hejlskov, Head of Career Development and Company Relations
Heubnerweg 8-10, 14059 Berlin

<https://escp.eu/berlin>

[APPLY NOW](#)

[www.escp.eu/vacancies-Berlin](https://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.