

The Company Relations, Career Development & Executive Education team of ESCP Business School Berlin is looking for a candidate for one year or less

Student assistant (10 hours/week)

Responsibilities

As a student assistant, you will be responsible for managing our social media channels in the Careers section in order to bring our 30 corporate partners and our students together. You will also support the coordination of recruiting events with national and international companies.

Our student assistant will learn

- Social media management (creating an editorial plan, creating posts for the employer branding of the partner companies on all channels as well as promoting our events)
- Event management (supporting the planning and implementation of career events, especially the Recruiting Days with 40 top companies, organising our own events)
- Database and web management (event and job portal, further development of the community website)

We are looking for someone who

- is quick to get to grips with our projects and is keen to proactively contribute their own ideas.
- likes to further develop projects and ideas and grasp synergies.
- is willing to lend a hand when necessary and has high expectations of the quality of his/her work.
- knows that administrative tasks are part of the job and wants to learn here as well.

We offer a dynamic, open and trusting working atmosphere with plenty of scope to try out your own ideas. ESCP Business School stands for high quality and we have a very large international network in all industries and positions. As a student assistant, we are looking for a dynamic go-getter personality who thinks entrepreneurially, takes action themselves, is committed and motivated to responsibly tackle existing and new projects and successfully implement them with attention to detail.

Requirements

- Current student in economics, communication sciences or related field of study (Bachelor, Master).
- Strong interest in social media and in mediating contacts between companies and students
- Entrepreneurial thinking and acting
- Conscientiousness and high quality standards
- Communication and organisational skills, enjoys dealing with people
- Very good written and spoken English skills, German is a plus
- Good knowledge of Office applications and website design (ideally wordpress)

We are looking to fill this position as soon as possible; applications accepted on a rolling basis. Please send your application documents (letter of motivation, CV, certificates) by e-mail to Michaela Wieandt (mwieandt@escp.eu). If you have any questions, you can reach Michaela at 030 32007-166 or by e-mail.

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.