

ESCP Business School, Campus Berlin is a state-recognized university in Germany and is one of the leading business schools in Europe. We are looking for somebody to **start preferably November 1st 2025** in the role as:

Manager Career Development (m/f/d)

full-time | initially limited until 30.09.2026 | Berlin Campus

About the role

This role is central to shaping how we communicate with our students, build strong employer branding for our partner companies, and deliver impactful career events.

What you will do

- Student communications: Drafting and managing newsletters, promotional emails, and information campaigns
- Employer branding: Developing and executing campaigns to showcase our partners and career opportunities
- Event promotion & coordination: Designing and running promotion strategies for career fairs, company presentations, workshops, and other career events.
- Event support: Collaborating with companies to ensure their events and presence on campus are successful.
- Student Ambassador Programme: Training, and supporting ambassadors to represent the Careers team and engage peers.
- Career guidance: Support our Bachelor and Master students through 1:1 career advising sessions.

What you bring

- Degree in Communications, Marketing, Business, Psychology (or equivalent professional experience).
- Proven experience in communications, marketing, or event coordination.
- Excellent written and spoken English; German is a plus.
- Strong skills in digital tools (e.g. Canva, Mailchimp, Hootsuite/Buffer)
- Confident communicator with outstanding writing skills and creative ideas to improve student engagement
- Interest in higher education, career development, and communications
- Proactivity, the ability to multitask, excellent organisational skills and attention to detail.
- The ability to work with people from diverse backgrounds and build positive relationships

What we offer

- Flexible working hours and the opportunity to work from home 2 days a week
- A beautiful campus located just next to the Schloss Charlottenburg and the Schlosspark Charlottenburg
- The opportunity for personal and professional development as well as a range of free language courses
- 30 days' holiday, team and company events and an allowance for a Germany ticket
- A pleasant, open and trusting working atmosphere with plenty of room for new ideas

We look forward to receiving your detailed application documents (Letter of motivation and CV **in one PDF**), stating your salary requirements and your earliest possible starting date **by October 10th 2025**.

ESCP Business School, Campus Berlin

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