

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 September 16th 2024** in the role as:

Manager Career Development (m/f/d)

Full-time, limited for 1 year, located in Berlin

Tasks

As Manager for Career Development, you will ensure a comprehensive career development offer for all our students. You will be part of the Career Development & Company Relations team, which designs and implements career offers for all students, collaborates with an international network of partner companies, professors and other departments of the university. The focus of your duties is to:

- Develop and deliver top-standard career events and workshops for students
- Provide informed, student-centered and goal-oriented career advisory sessions for students
- Establish the Career Office as the central point of contact for all career-related topics across the school
- Manage and further develop necessary and strategic cooperation with local and international stakeholders (european career team, programme management, professors etc.)
- Coordination and implementation of career programme for all MBA students at the Berlin Campus
- Liaise with the federal career teams on ESCP's campus' in Madrid, London, Paris and Turin

We offer a pleasant, open and trusting working atmosphere with plenty of room for new ideas. You will be part of a young, ambitious and very diverse team and you will be working with highly motivated students. We offer flexible working hours and the opportunity to work from home 2 days a week. Our beautiful campus is located just next to the Schloss Charlottenburg and the park, and our amazing garden makes going to work extra enjoyable.

Requirements

- You are a natural networker and enjoy working with students and companies
- You have a strong interest in talent development and unleashing the full potential of young people
- You enjoy connecting with alumni and company representatives
- You work analytically and conceptually whilst being open-minded to new ideas
- You like to be hands on and don't mind operational tasks when necessary
- In addition to your Master's degree, you have practical experience from career counselling, HR, social work or consulting
- You speak fluent English as we work in a very international environment. German is a big plus.

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 July 14th 2024**.

ESCP Business School, Campus Berlin

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<https://www.escp.eu/berlin>

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.