

The Recruitment and Admissions department of **ESCP Business School, Campus Berlin** is looking for a new team member for the following position **starting on 1. April 2024 or soon thereafter**:

Student Assistant (m/f/d)

10-20 working hours per week

Tasks

Our team is responsible for recruitment and admission of students for our Bachelor and Master programmes on a rolling basis.

As part of our team, you will support us in pre-evaluating profiles of applications and during our monthly online admission tests (e.g. conducting and supervising online logic tests of candidates). Your tasks will also include, but are not limited to, updating existing presentations, creating excel evaluations, working with our online data system, provide support during events and other administrative tasks.

Preferably you are based in Berlin or its environs, and are able to work on our campus in Charlottenburg. However, mobile working might be an option depending on the tasks at hand. Flexible working hours are possible too.

If you are available for 10, 15 or 20 hours a week, please indicate this in your application.

Requirements

- Master or Bachelor student during the entire period of work contract
- Sound knowledge of MS Office applications
- Very good written and spoken English language skills
- German skills would be a plus
- Ability to work independently and reliably

Are you interested?

Please send your application (motivation letter and CV) including the possible starting date via email by **March 30, 2024 at the latest** to Martina Seikat (mseikat@escp.eu).

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.

www.escp.eu/vacancies-Berlin