



ESMT Berlin is the highest ranked business school in Germany and Top 10 in Europe. Founded by 25 leading global companies, ESMT offers master's, MBA, and PhD programs, as well as executive education on its campus in Berlin, in locations around the world, and in online blended format. We strongly believe in cross-team collaboration to achieve our mission to develop entrepreneurial leaders who think globally and act responsibly.

In 2021, ESMT initiated Vali Berlin - The Entrepreneurship Hub at ESMT. Vali empowers responsible entrepreneurs for social, environmental and economic value creation by offering a range of educational programs and events, as well as by connecting entrepreneurial talents with the Berlin startup ecosystem and important players in the industry.

To strengthen and expand its offerings, the team at Vali Berlin is looking for a

Student Assistant

(m/f/x, 20h / week, 12.70€/h)

The starting date is August 16, 2021.

You will contribute to Vali by

- Supporting the Vali manager in organizational and administrative aspects of Vali Berlin
- Communicating with stakeholders and founders
- Preparing and revising documentation for our participants and organization
- Maintaining a database of program participants and other stakeholders
- Supporting the manager to prepare events, such as workshops, graduation ceremonies, etc.
- Carrying out internet-research on various topics, e.g. current mega trends
- Publishing posts on our social media channels including LinkedIn and Instagram
- Helping develop marketing initiatives and implementing them

You are qualified for this position, because you

- Are enrolled in a full-time bachelor or master program at least until the end of August 2022
- Are fluent in English
- Enjoy working in a meticulous as well as service-oriented manner
- Value a well-structured, attentive approach to organization, time-, and office-management
- Are able to work independently
- Have a passion for entrepreneurship topics and the startup ecosystem

This is what we can offer you

ESMT offers a very collegial and international environment with employees from more than 35 different countries. We encourage initiative and contributions with meaningful and lasting impact. We celebrate and support diversity for the benefit of our employees, our programs, and our community. We are proud to be an equal opportunity workplace that guarantees employment opportunity regardless of gender identity, race, color, ancestry, religion, sex, sexual orientation, national origin, citizenship, marital status, disability, or age.

We are looking forward to receiving your application in English, including

- Cover letter
- A short CV

Please combine all the documents into one pdf file and [use our online application form](#) to submit your application.

Contact:

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