**Job offer:**

**Student Assistant [with Bachelor’s degree   
(*geprüft)/* without Bachelor’s degree *(ungeprüft)*](m/f/d) for [job description]**at the Chair of [name]

We are looking for **[a/an/several Bachelor/Master student/s (m/f/d)]** to support the **[name of the department/Chair]** of the Business School for **[hours / month]** from **[date] onwards**.

**What you can expect:**

* Advice and support of Mannheim students who are going abroad
* Advice and support of foreign students and management of international university relations
* …

**What we expect:**

* Reliability
* At least two more semesters of study in Mannheim
* …

**Did we spark your interest?**  
Please send your application with the usual documents (letter of application, CV, overview of previous academic achievements, extramural activities, etc.) in written form or via email to the Chair of [name] until **Month Date, Year**.

University of Mannheim

[Name Chair / Department]

[Person responsible]

Address

68131 Mannheim

E-Mail: [**xx@xx.de**](mailto:xx@xx.de)

Data protection: Please note that data transmitted via unencrypted email communication may be subject to unauthorized access by third parties and confidentiality cannot be guaranteed. Information regarding the collection and processing of personal data according to article 13 of the GDPR is provided on the website of the University of Mannheim under “Employment Opportunities”. Submitted documents will only be returned if the application includes an envelope with sufficient postage. Otherwise, the documents will be destroyed in accordance with the data protection law after the application process is completed. Electronic applications will be deleted accordingly.