Job offer for:

Student assistant with bachelor’s degree (m/f) to assist the Quality Assurance Team at the Dean’s Office of the Business School

We are looking for a master student (m/f) to support the Manager Accreditations and Assurance of Learning of the Business School for 25-30h/month from February 1, 2019 onwards. Ideally for two semesters.

What you can expect:
- Very flexible working hours (working remotely possible – subject to project type)
- Gaining insights into the quality management of Germany’s leading business school
- Interesting and challenging tasks, processing and analyzing data, compiling program reports
- Great team of fellow student assistants

What we expect:
- Reliability and attention to detail
- Ideally two semesters of study in Mannheim
- Excellent English skills
- Very knowledgeable on the use of MS Office (especially Word and Excel)
- Interest in working with evaluation software
- Interest in analyzing data
- Willingness to support in day-to-day office tasks

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 Dean’s Office of the Business School until December 4, 2018.

University of Mannheim
Dean’s Office of the Business School
Benjamin Pfleger
L 5, 5
68131 Mannheim
E-Mail: pfleger@bwl.uni-mannheim.de

Data protection:
Please note that a breach of confidentiality and the unauthorized access by third parties cannot be excluded when transmitting an unencrypted email. Note on data protection: The submitted documents will be returned only if an envelope with sufficient postage is included. Otherwise they will be destroyed after the application process according to the requirements of the data protection law. Electronic applications will be deleted accordingly.