

To support the Berlin Professional School (BPS) at the Campus Schöneberg the Berlin School of Economics and Law (HWR Berlin) is seeking a

Student Assistant - New Media / China

(hourly rate of 12,50 € according to
“Tarifvertrag für studentische Hilfskräfte”)

Application deadline: 20.09.2019
Working hours: 20 hours per month.
Duration (starting/end date): 01.10.2019 – 31.03.2020

Responsibilities:

- Support course counselling, focused mainly on the field of new media/China:
- Support in the development of an innovative study advisory/study information system in the field of new media for the BPS blended learning offers (“online study counselling”)
- Course counselling with focus on ‘China’: Information on study requirements/contents/selection requirements of international degree programmes especially for Chinese prospective students

Requirements:

- Very good Mandarin and English skills, in speech and writing.
- Knowledge of China
- Ability to use social media effectively (particularly Sina Weibo, and possibly Facebook, Twitter and LinkedIn).
- High proficiency with computers, various software programmes (e.g. MS Office, Adobe Photoshop), and internet resources.
- Must be motivated, well organized, and have a positive attitude, an active, energetic mind and a commitment to diversity, openness, and flexibility.
- Ideally Master student with experience in customer relations, customer data management, marketing or other related field. Candidates with an equivalent combination of experience and/or education are encouraged to apply.

Please send your application (in English) including letter of motivation, CV, letters of recommendation and certificate of matriculation to:

Hochschule für Wirtschaft und Recht Berlin

Berlin Professional School

Anja Lohrer

Telefon +49 (0)30 30877-1404

E-Mail: anja.lohrer@hwr-berlin.de

For further information about the Berlin Professional School see our website www.berlin-professional-school.de

HWR Berlin promotes professional equality between women and men, and we particularly encourage applications from women. In case of equal qualifications, individuals with severe disability will be given preference. We welcome

applications from people with a migration background (please submit a copy of the current residence and work permit).

By submitting an application, you are consenting to the electronic processing and storage of your data.

Please note that submitted documents will not be returned.

