



The **Chair of Organization and Innovation** is offering a part-time position as

## **Student Social Media Assistant (all genders)**

starting as soon as possible.

### **Your tasks include:**

- Support with social media channels of the Chair
- Preparing and posting news
- Preparing analytics on the PR strategies

### **Your profile:**

- Highly committed and reliable team players
- Excellent communication skills and fluency in English
- Very good skills in MS Office
- Ideally some experience in working with Canva

### **What we offer:**

- Friendly working environment
- High degree of autonomy
- Flexible working hours
- Working remotely possible

Applications from persons with a disability are given preferential consideration provided that they are appropriately qualified. The University of Mannheim is committed to increasing the quota of women and thus encourages women with appropriate qualifications to apply.

If you are interested in applying, please send your application documents via e-mail or mail **by 30 March 2025 at the latest:**

**Please send your CV and Transcript of Records**  
**secretary.orgabwl@uni-mannheim.de**

The **University of Mannheim** is one of the leading universities in Germany with approximately 12,000 students in five schools. Particularly in business and economics as well as in the social sciences the university ranks among the top institutions both at national and international level. More than 2,600 employees profit from an exciting work environment with numerous benefits.

### **Key information**

**Start:** as soon as possible

**Weekly hours:** 2.5 hours

**Application deadline:**  
30 März 2025



### Data protection

Please find detailed information on the collection of personal data from the data subject according to Article 13 GDPR on the university's homepage:  
[www.uni-mannheim.de/datenschutz-bei-bewerbungen](http://www.uni-mannheim.de/datenschutz-bei-bewerbungen).

Submitted application documents will only be returned if you enclose a self-addressed stamped envelope. Otherwise, they will be destroyed in accordance with current data protection law after the application procedure has ended. Electronic applications will be deleted accordingly..

If you apply by e-mail, please note that protection of confidential data cannot be guaranteed as unauthorized third parties might gain access to unencrypted e-mails during transmission.