



The **MCEI/ Lehrstuhl Woywode** is offering a part-time position as

## Student assistant (m/f/x) with or without a degree

starting on at your earliest convenience.

As student assistant you will be working in our MCEI team and will be mainly responsible for event management as well as for our website and social media channels.

### Your tasks include:

- Planning events
- Coordinating speakers and partners
- Writing and publishing posts
- Informing our community about current events and opportunities
- Support with general tasks at the chair

### Your profile:

- Passion for Startups and Entrepreneurship
- You love meeting and connecting people
- Excellent organizing skills and ideally some event management experience
- Excellent communication skills in German and English
- Flexibility and willingness to accompany evening and occasional full day events
- Hands-on-mentality and high problem-solving affinity
- Student at a college or university in Germany (Bachelor or Master) with a timely horizon of min. 1 year

### What we offer:

- High flexibility and lots of opportunities to bring in creative ideas
- Getting introduced to key players stakeholders in Mannheim's startup ecosystem and the German startup scene
- Flexible home office possibilities
- Working in a young and dynamic team
- Becoming part of the MCEI team and the Chair of SME Research and Entrepreneurship (Prof. Dr. Woywode)
- Compensation according to the University compensation plan for student assistants

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:** at your earliest convenience

**Remuneration bracket:** student assistant

**Weekly hours:** 8 - 10 hours

**Application deadline:**  
15 April 2024

Applications from persons with a disability (minimum 50 %) 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 **by 15 April 2024 at the latest:**

**[info@mcei.de](mailto:info@mcei.de)**

If you have any questions about the position, please contact Thomas Hipp at

[thomas.hipp@uni-mannheim.de](mailto:thomas.hipp@uni-mannheim.de)



#### 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.