

Event Organization – starting August 2018

Student assistant (m/f) with or without a degree (40 hrs/month)

As event organizer, you are in the lead to plan and administer our events. Your main tasks include planning events, coordinating speakers and partners, compiling promotional materials, accompanying the events and ensuring their success, and follow-ups. Regular events at MCEI are Startup Lounges and Founder Talks but you will also work closely with the Q-Summit team and other MCEI partners. You will support us in proactively advancing the startup ecosystem in and around Mannheim. You will work closely together with our public relations.

Your background/ characteristics

- High passion for Startups and Entrepreneurship
- You love meeting and connecting people
- Flexibility and willingness to accompany evening and occasional full day events
- Excellent organizing skills and ideally some event management experience including fundraising
- Excellent communication skills in English (and preferably also in German)
- Good authoring skills in English (and preferably also in German)
- Excellent MS Office skills
- Team player with high level of self-motivation & a fun person to work with
- 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
- Supporting MCEI in designing and starting new initiatives
- Getting introduced to key players/ stakeholders in Mannheim's startup ecosystem and the German startup scene
- Insights into entrepreneurial education and qualification
- Becoming part of the MCEI team and the Chair of SME Research and Entrepreneurship (Prof. Woywode)
- Participation in growing MCEI and its activities
- Working in a young and dynamic team
- Compensation according to the University compensation plan for student assistants

In order to apply, please submit your application documents (CV, motivation letter) via e-mail or mail to:

ifm – Institut für Mittelstandsforschung
MCEI
Dr. Jan Zyburas
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68161 Mannheim
zybura[.]mcei.de

The information about the collection of personal data of the person concerned according to Article 13 DS-GVO can be found under the "Stellenanzeigen" section on our website.