

**Public Relations and Business Intelligence – starting August 2018**  
**Student assistant (m/f) with or without a degree (20-40 hrs/month)**

As public relations and business intelligence manager, you maintain and contact our partners and startups and administer and coordinate these contacts in a central database. This also includes database work, researching success stories and ensuring GDPR compliance. Besides your core tasks, you will support us in putting up our events and help advance the startup ecosystem in and around Mannheim. You will work closely together with our MCEI partners, MCEI event management, and MCEI's content manager.

**Your background/ characteristics**

- High passion for Startups and Entrepreneurship
- High level of professionalism in contact management
- You love meeting and connecting people
- Excellent communication skills in English (and preferably also in German language)
- Experience with databases and programming skills are a plus
- CRM experience
- Experience in the fields of marketing, public relations (PR), and fundraising
- Excellent MS Office skills
- Hands-on-mentality and high problem-solving affinity
- Team player with high level of self-motivation & a fun person to work with
- 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 Zybura  
L9, 1-2  
68161 Mannheim  
zybura[[@](mailto:zybura@mcei.de)]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.