



Student Assistant

Research Management at the Center for Social and Economic Behavior (C-SEB)

We are one of the largest and oldest universities in Europe and one of the most important employers in our region. Our broad range of subjects, the dynamic development of our main research areas and our central location in Cologne make us attractive for students and researchers from around the world. We offer a wide range of career opportunities in science, technology, and administration.

The Center for Social and Economic Behavior (C-SEB) brings together internationally renowned researchers from economics, management science, and psychology to investigate the fundamental principles and behavioral mechanisms that affect social and economic behavior. For more information on the Center's activities, please visit <https://c-seb.de/en/>.

YOUR TASKS

- » Support of the C-SEB Central Office in its administrative-organizational day-to-day business
- » Support with editing and maintenance of the C-SEB website
- » Assistance in the area of PR, e.g., writing short texts for the website and developing design concepts
- » Support in the organizational handling of the C-SEB funding measures
- » Assistance with event planning, preparation, and implementation

YOUR PROFILE

- » Enrolled as a student
- » Very good German and English language skills
- » IT affinity, good MS Office skills (Word, Excel, PowerPoint); experience with HTML and WordPress an advantage, but not required
- » Thoroughness and structured approach to work, initiative, ability to work in a team, organizational and communication talent, enjoyment in learning and developing (new) skills

WE OFFER

- » Pleasant working atmosphere in a small, dynamic team with short communication channels; flexible working hours; possibility of mobile work
- » Multiple learning opportunities and first professional experience in research and event management as well as science communication
- » Enhancement of communication skills in written and spoken form by interacting with national and international scientists of all seniority levels

Working hours are up to 43 hours per month (ca. 9.9 hours/week) and are paid at the usual rate for student assistants at the University of Cologne. We welcome applicants who are interested in a longer-term collaboration.

The University of Cologne is committed to equal opportunities and diversity. Women are expressly encouraged to apply. We also expressly welcome applications from people with special needs or of equal status.

Please send your convincing application (cover letter, CV in table form, transcript of records, high school diploma) by e-mail (in one pdf-file) to c-seb@uni-koeln.de.

We are accepting applications continuously until the position is successfully filled, but no later than **12.10.2025**. For further information or if you have any questions, please contact Claudia Töpper-Ko (phone +49 (0)221 470-1146 or e-mail claudia.toepper-ko@uni-koeln.de).



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