

Content Creator – Student Assistant

Online seit 08.10.2025 | 2025-10-08-942530 | Studentische Hilfskräfte

Stellenbeschreibung

The Technical University of Darmstadt is looking to fill the position of a

Student Assistant Content Creator

in the Department VIII - International Affairs, Unit VIII E - International Student Services with an expected **40 hours/month**.

The International Student Services (ISS) support international students in preparing for their stay and in finding their way around after their arrival in Darmstadt with information on non-academic topics such as visas/residence permits, health insurance and student financing. Furthermore, ISS offer advice and help with questions and problems of international students as well as advice and offers for prospective students with a refugee background.

We are currently seeking a creative and passionate **Content Producer** to join our team at the International Student Services at TU Darmstadt. As a Content Producer, you will be responsible for creating high-quality content for our website and social media platforms and managing the content on our website. This is an exciting opportunity to work in a dynamic and international environment and to showcase your skills as a writer and content creator.

Key Responsibilities:

- Research, write, and edit articles for our website in English and German
- Create engaging content for our social media channels (Instagram, Facebook, Telegram) including photos, videos, graphics, captions, and documentation/live reporting of various events
- Manage the social media channels by actively replying to comments and messages as well as reposting relevant posts from trusted sources, such as other university accounts
- Assist in developing and implementing a content strategy that aligns with our goals and target audience, then creating a suitable editorial calendar to ensure the timely and relevant publication of content

- Manage and update the content on our website using our CMS (Content Management System) FirstSpirit
- Conduct research on topics relevant to international students, study abroad, and living in Germany and collaborate with other team members and other organizations to ensure content is accurate, relevant, and engaging
- Create informational and promotional materials (flyers, posters, booklets, etc.)
- Actively support ISS events and assist with general office tasks as needed

What we offer:

- Flexible working hours to fit around your studies
- A stimulating and dynamic work environment with an international team
- Opportunities to develop your skills in content creation and content management
- The chance to make a meaningful contribution to the international student community at TU Darmstadt
- A stronger connection to the international student community, keeping you up to date with all things relevant to international students

How to apply:

- Please send your resume, a cover letter, and content samples to referat-viiiie@zv.tu-darmstadt.de. We look forward to hearing from you!

Anforderungsprofil & Qualifikationen

- Must be a current student at TU Darmstadt
- Excellent writing and editing skills in English and German
- Demonstrated experience in content creation and social media management
- A good eye for design/knowledge of the basic principles of design (contrast, balance, proportion, etc.)
- Experience with graphic design (Canva, Photoshop, etc.) as well as photo and video editing
- Strong attention to detail and ability to multitask
- Good knowledge of social media platforms and trends

- Willingness to be part of our team for at least one year
- Strong communication and interpersonal skills
- Ability to work independently and in a team environment
- Creative thinking and a willingness to try out new idea and ways of presenting information/material

Vorteile für Mitarbeitende

- Weiterbildungsmöglichkeiten

Stellenmerkmale

Beschäftigungsart	Studentische Hilfskräfte
Beschäftigungsumfang	Nach Vereinbarung
Home Office	Teilweise
Bewerbung an	referat-viiiie@zv.tu-darmstadt.de

Kontaktdaten

Firma/Hochschule	TU Darmstadt
Anschrift	Bleichstraße 2 64283 Darmstadt
Kontakt	Frau Natalie Wocko
Telefon	 +4961511622625
E-Mail	 natalie.wocko@tu-darmstadt.de

