

The **FAU Strategic Partnerships** team is looking for a

**Student Assistant in the area of
Event Management, Office & Research Support (m/f/d)**

University Administration
Strategic Projects
Contact Person: lea.k.huber@fau.de
Freyeslebenstraße 1, 91058 Erlangen
[Website Strategic Projects](#)

You...

- study at FAU.
- have very good English and German language skills.
- are creative and have strong conceptual and communication skills.
- have excellent analytical and conceptual abilities.
- are confident using MS Office.
- are an open-minded and motivated individual with a strong interest in learning new topics independently.
- enjoy working in a team and are reliable, conscientious, and responsible.

... and you want to...

- support the Strategic Partnerships team, including the Siemens Research and Innovation Ecosystem (Siemens RIE) and the Nuremberg Institute for Market Decisions (NIM).
- assist with the planning, organization, implementation, and follow-up of various events.
- contribute to the creation and design of briefings and other preparatory materials.
- conduct research and summarize findings in a clear and structured way.
- support communication efforts such as writing newsletter articles or LinkedIn posts.
- help develop, maintain, and update bilingual websites (German/English) using WordPress.

Then you are right with us

- a young and very collegial working environment with flexible working hours and a good working atmosphere.
- with the opportunity to gain insight into strategic communications planning and project management and to help shape FAU's strategic direction through exciting projects.

You will be paid according to the rates for part-time student assistants at FAU (**payment according to the FAU salary table**) with a weekly **working time of 10-15 hours**. In the best case, you still have at least two semesters of your studies ahead of you and are looking for a long-term position.

If we have aroused your interest, we would be pleased to receive a short, informal application that specifically addresses the requirement profile (incl. CV as well as a current transcript of records). Please send your application to lea.k.huber@fau.de until 10th of August, 2025.

We are looking forward to meeting you!