



The Team of the Bachelor of Science in **International Business** at Hochschule Bonn-Rhein-Sieg (www.h-brs.de/en/wiwi/study/bachelor/international-business) is looking for a

Student Assistant (m/f/d) **In the bachelor's degree programme „International Business“**

at the **earliest possible date** (latest early September 2025) with a workload of **up to 8 hours per week** to support our team at the **Sankt Augustin campus** office as well as flexibly in home office in their coordination, marketing and communication activities within the Department of Management Sciences.

Your key tasks:

- Supporting research tasks & academic literature research, assisting in data collection, data entry and visualisation
- Assisting with the editing and formatting of academic texts (e.g. reports, articles)
- Supporting the development of academic presentations, course materials or handouts for lectures and assisting in the development of surveys or questionnaires
- Proofreading and language checking (English or German) of documents, course and marketing materials, website texts, etc.
- Creating and scheduling social media content (Instagram, Facebook, LinkedIn, etc.) by assisting in the creation of digital materials using Canva or Adobe Express and writing engaging captions and stories tailored to our student audience + editing images and short videos for web and social media use
- Supporting the organisation of academic events, lectures, workshops, or conferences
- Assisting in the organisation and coordination of the CodeShare Summer School
- Acting as a communication bridge between lecturers, coordinators and students

What you can expect:

- The opportunity to contribute to the further development of the department and the international bachelor's degree programme.
- A fair hourly wage based on the standard rates for student research assistants.
- The opportunity to gain experience in an academic environment and to actively contribute to the development processes of the degree programme.
- Flexible working hours and an opportunity to work creatively and independently in a supportive academic team.
- An exciting, international work environment with diverse tasks and a young, collaborative team atmosphere.
- The chance to expand your professional network within the university and beyond
- Room for your own ideas and input – we encourage creativity and innovation
- Opportunities to further develop your skills in digital tools, intercultural communication, and education marketing

Your profile:

- You are enrolled as a student for the next 12 months (at least)
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Active and experienced in social media and in online marketing (seo, content marketing, analytics)
- Confident in using Canva, Adobe Express, CapCut or similar design/editing tools
- Strong communication skills – both online, in written form and in person
- Excellent organisational skills, a proactive, team-oriented and a hands-on mentality
- Good command of English and German (spoken and written)
- Excellent organisational skills and a structured, and detail-oriented working style

If you are interested, please send us a one-page motivation letter and your CV **by 10. August 2025** via e-mail to: beratung.internationalbusiness@h-brs.de