German University of Digital Science

Join our team as a

Working Student for Content and Social Media Management (m/f/d)

At the next possible date

The German University of Digital Science is a new online university.
In addition to our virtual presence, we have an innovative home with the CloudHouse in Potsdam Babelsberg, where we want to bring new work and collaboration formats to life for us and our partners

TASKS

· Management of our social media channels (Instagram, LinkedIn)
· Development and implementation of the social media marketing strategy
· Designing graphics for social media (e.g. flyers, brochures, PowerPoints, etc.)
· Support and maintenance of our website
· Creation and monitoring of internal and external documents and presentations
· Participation in the planning and realization of events

WHAT WE OFFER

· Further development and learning opportunities, both within the university's own program as well as external certifications and training courses
· Shared use of the university's infrastructure, e.g. virtual library
· Space for your ideas and concepts
· A workplace in a modern office in a creative environment
· A committed team with a lot of experience, but without rigid hierarchies

WHAT WE ARE LOOKING FOR

· You are an enrolled student in the fields of media studies, communication sciences, business informatics, business administration with a focus on marketing or a similar subject area
· Enjoy working in an international team
· Professional communication skills at all levels in English and German
· Ability to work independently and in a team with changing requirements under own responsibility
· Willingness to learn and openness to change
· Creativity, initiative, organizational skills and time flexibility
· Ideally good MS Office skills, especially in PowerPoint, Excel, desirable knowledge of Adobe XD, Adobe InDesign, Wordpress and Jira

Have we captured your interest? Then we look forward to receiving your application. Please send your application preferably by e-mail to: **jobs@german-uds.de**. If you have any further questions, please contact **Nele Friedrichsen** (nele.friedrichsen@german-uds.de)