



# German University of Digital Science

Join our team as a

## Working Student for Office Management Assistance (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

- Support with office management tasks (e.g. coordinating appointments, processing mail and incoming mail, travel bookings)
- Preparation of internal and external documents and presentations
- Support with 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
- 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 and Excel

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](mailto:jobs@german-uds.de). If you have any further questions, please contact **Nele Friedrichsen** ([nele.friedrichsen@german-uds.de](mailto:nele.friedrichsen@german-uds.de))