



*The Catholic University of Eichstätt-Ingolstadt (KU) is a state-recognized university under church sponsorship. We are distinguished by excellent research, an international orientation, outstanding teaching, and ideal study conditions. Across eight faculties, we offer a wide range of subjects to our 5,000 students. We employ 900 staff members of various denominational and ideological backgrounds. Based on a Christian view of humanity, KU stands as a committed university for a science and education culture of responsibility.*

At the International Office, there is one position as

### **Student Assistant (m/f/d) in the area of “Support for International Students”**

starting September 1, 2025, for approx.. 20 hours/month (flexible by agreement), for a minimum of one year – longer-term cooperation is welcome. Place of work: Eichstätt campus.

#### **Your tasks include**

- Coordinating and developing the Instagram account of “AK International”
- Managing the WhatsApp groups and channel for international students
- Supporting the buddy program “Adopt a Student”
- Helping with welcome events, official appointments, and key handovers
- General assistance in daily office operations and flexible team support

#### **Your profile**

- Ideally experience with social media (especially Instagram) and Canva
- High intercultural sensitivity and enthusiasm for working with international students
- Reliable and independent working style
- Good German and very good English skills
- Team spirit, flexibility, and strong organizational skills
- Availability from September 1 and presence during the semester welcome phase
- Willingness to work at both KU campuses (Eichstätt and Ingolstadt)

#### **What we offer**

- A welcoming and team-oriented work environment within a dynamic university setting
- A varied and responsible role in the International Office
- Insight into the wide range of activities supporting international mobility
- Onboarding and handover from the current student assistant
- Hourly wage: €13.98 (without a first academic degree) / €15.00 (with a first academic degree)

#### **Application**

Please submit your application (at least a CV in tabular form and cover letter) by July 18, 2025, via email at [incoming@ku.de](mailto:incoming@ku.de) Ms Jessica Hofmacher/ Ms Katharina Palt (please include all documents in a single PDF file). Submitted application documents will be destroyed after the completion of the hiring process, in accordance with data protection regulations.