



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 are two positions as

student assistants (m/f/d)

starting at the earliest possible date, each with 20 hours per month. Place of work is Ingolstadt.

Your tasks

- Coordination of the Buddy Program for international degree-seeking students including recruitment and training
- Support in conducting orientation weeks (campus tours, introductions to the university's central facilities)
- Planning and implementation of cultural and regional events, welcome events, etc.
- Accounting and reporting on the events carried out

Your profile

- You are currently enrolled at KU at least in your second semester
- You are available for at least one year
- You have good/very good English skills (both verbal and written). Knowledge of German is an advantage
- You are empathetic and approach people with openness
- You have intercultural competence
- You work independently, accurately, and creatively; you are a team player
- You can organize well and work in a structured manner
- You are familiar with Ingolstadt and its surroundings, especially at the start of the semester you are generally on-site in Ingolstadt
- MS Office skills are required

Our offer

- Attractive and team-oriented workplace in an international university environment
- Interesting, responsible, and diverse range of tasks
- Experience in project and event management, as well as in support work
- A lot of fun

Application

Please submit your application (at least a CV in tabular form and cover letter) by April 15, 2024, via email at welcome@ku.de to Mr. David Guevara (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.