

International Office of the Faculty EIM

Searches Student Councilor

Job Title

Student councilor for the master's program Electrical Systems Engineering (ESE)

Job Type

Student assistant (9.5 hours per week)

Position Description

We are looking for a student to assist in advising applicants and enrolled students as well as in the management of the degree program.

Primary responsibilities include

- 1) Counsel and advice prospective students
- 2) Provide academic and registration counseling to ESE students to make sure students are aware of policies and requirements.
- 3) Plan and coordinate program events including welcome weeks and student meetings.
- 4) Communication management.

Minimum Education

You are a master's student in the degree program Electrical Systems Engineering

Minimum Qualifications

- 1) Computer skills including a good command of Microsoft Office
- 2) Very good English proficiency as well as a good command of German (level B1 preferred)
- 3) Communication skills

Minimum Experience

You are at least in your second semester.

Apply Now!

Please apply via email to hanan.khoja@upb.de until **May 26, 2017**. Send us your current transcript of records along with resume and cover letter.

We are looking forward to your application.