

Paderborn University is a high-performance and internationally oriented university. Within interdisciplinary teams, we undertake forward-looking research, design innovative teaching concepts and actively transfer knowledge into society. As an important research and cooperation partner, the university also shapes regional development strategies. We offer our employees in research, teaching, technology and administration a lively, family-friendly and equal opportunity environment, a lean management structure and diverse opportunities. **Join us to invent the future!**

In the **Faculty of Business Administration and Economics** – Department 4 – the following position is to be filled as soon as possible

WHB - Student Research Assistant with Bachelor's degree (f/m/d)

We are looking for support to join our Programme Coordination team for the Master's programme International Economics and Management (IEM)! This is a fixed-term position with a workload of approximately 13 hours per week (to be agreed upon).

Duties and responsibilities:

- Support with the responsibilities of the Programme Coordinator for the Master's programme International Economics and Management (IEM)
- Preliminary review of application documents
- Support for international students
- Assistance with the organization of group activities

Recruitment requirements:

- Excellent English language skills
- Enjoyment of working in a dynamic and international environment
- Experience with the IEM degree programme is an advantage

We offer:

- Flexible working hours and the individual option of mobile working
- Wide range of health, counseling and prevention services
- Attractive fringe benefits such as childcare facilities and sports activities
- Opportunities for internal and external training and development
- Insights into academia and various areas of teaching

Applications from women are particularly welcome and, in case of equal qualifications and experiences, will receive preferential treatment according to state law (LGG), unless there are preponderant reasons to give preference to another applicant. Part-time employment is generally possible. Applications from disabled people with appropriate suitability are explicitly welcome. This also applies to people with equal opportunities in accordance with the German social law SGB IX.

Please send your application documents (cover letter, CV, current transcript of records, copies of certificates) **preferably in a single pdf file** until **July 31st, 2026** to Ingrid.Kelsey@uni-paderborn.de.

Information regarding the processing of your personal data can be located at:
<https://www.uni-paderborn.de/en/zv/personal Datenschutz>.