

## Job offer:

# Student assistants (m/f) to support the Dean's assistant in the field of evaluation at the Dean's Office of the Business School

You have good knowledge of the common MS Office applications and you are interested in having direct contact with our lecturers and teaching staff? Then we are exactly what you are looking for!

### What you can expect:

- A friendly and open working environment
- Flexible working hours, 15 to 50 hours per month
- Supporting the Evaluations Officer of the Faculty of Economics
- Supporting the users in operating activities
- Creating evaluations to ensure quality in the field of teaching
- Excellent opportunity to deepen your knowledge and experience in quality assurance

### What we expect:

- Student at a German university
- Good German skills
- Knowledge of MS Office (Word, Excel)
- Knowledge of Stata or a comparable statistical software is desirable
- Reliability and independent working

New students are also explicitly welcome!

### Did we spark your interest?

Please send your application with the usual documents (cover letter, CV, overview of previous academic achievements) until **December 20<sup>th</sup>, 2018** in written form or via email to the Dean's Office of the Business School.

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### Data protection:

Please note that, when transmitting and unencrypted email, breaches of confidentiality and the unauthorized access of third parties cannot be excluded. Note on data protection: the submitted documents will only be returned if an addressed envelope with sufficient postage is enclosed. Otherwise, they will be destroyed in accordance to the data protection law after the completion of the application procedure. Electronic applications will be deleted accordingly.