



FACULTY OF ECONOMICS
AND MANAGEMENT



2 Student Assistant Positions: International Buddy Program Coordinator (f/m/d) 38h/month ca. 500€

Become part of our International Buddy Program and help new international students feel welcome at our Faculty!

The Faculty of Economics and Management is looking for a committed and reliable student assistant to support and further develop our International Buddy Program.

As an **International Buddy Coordinator**, you will play a key role in creating a welcoming environment for international students and helping them successfully integrate into university life in Magdeburg.

Responsibilities:

- **Representative** of the organization & **Coordinator** of the International Buddy Program
- Supporting international students - First steps at our school and in Magdeburg
- Registration + matching international students and higher semester students
- Organizing social and intercultural activities and events
- Supporting communication via email and Social Media Coordinator
- CoMeT Module Coordination - Participants
- Collecting feedback and contributing ideas for improving the program

Your profile:

- You are **open-minded** and reliable & enjoy working with students with different cultural backgrounds
- You have excellent English skills (written and spoken), and German skills (B1)
- You have great office and managerial skills
- You are organized, responsible, and able to work independently
- You show initiative & are open to take responsibility
- You have strong intercultural awareness & enjoy connecting people

We offer:

- A meaningful role with direct impact on the experience of international students
- The opportunity to develop organizational, communication, and intercultural skills
- A flexible working environment within an international team
- Valuable experience for your future professional career & being an OVGU staff member

If you enjoy taking initiative, working with people, and creating a positive experience for others, we would be happy to hear from you!

Apply now & become part of the team!

Interviews will take place in person **in August at the ISP Office** in Magdeburg.

The position **starts in September**.

E-mail: isp@ovgu.de,

Contact: Grit Voigt

Application documents: CV, Grade Transcript &

a draft of ideas for events and the further development of the SIMP-SON Buddy Program.