

Vacancy Student Assistant for Social Media



ABOUT EIT CULTURE & CREATIVITY GmbH

EIT Culture & Creativity GmbH is operating the European Institutional Partnership for the Cultural and Creative Sectors and Industries, initiated and supported by the European Institute of Innovation and Technology (EIT), potentially for up to 15 years. It is a Knowledge and Innovation Community bringing together universities, research organizations, businesses and cultural institutions designed to strengthen and transform Europe's Cultural and Creative Sectors and Industries (CCSI). Through its programmes and investments, it supports novel masters and vocational training, innovative services and products as well as SMEs, large companies and organisations to scale and better compete in global markets.

The vision of EIT Culture & Creativity is to fundamentally change the CCSI towards new understandings of competitiveness, resilience, and sustainable economic growth. We are building a multi-stakeholder, culturally diverse, and inclusive organisation to support a vibrant Innovation Community for the creative and cultural industries and sector. Join our dynamic international team and contribute to the growth and development of the Cultural & Creative Sectors & Industries in Europe.

EIT Culture & Creativity GmbH (EIT CC) now invites applications for the position of:

Student Assistant for Social Media

A REMOTE POSITION AT THE EIT CULTURE & CREATIVITY Headquarter, Cologne

ABOUT THE POSITION

We are seeking a motivated and creative Student Assistant to join our team and support our social media activities. This is a fantastic opportunity for a student who is passionate about social media, digital marketing, and content creation and the potential of the European media landscape.

You will work with our Press Agency in Berlin and the Management to spread the message of the EIT Culture & Creativity, primarily but not only on LinkedIn and Instagram as well as publish on the EIT Culture & Creativity webpage. You will participate in social media campaigns.

We are telling stories and narratives in social media on education, research and business, startups, in the Cultural and Creative Sectors and Industries

Key responsibilities:

- Assist in creating, scheduling, and publishing engaging content across various social media platforms (e.g., Instagram, LinkedIn).
- Monitor social media channels for trends, mentions, and engagement opportunities.
- Analyze social media performance using analytics tools and prepare reports.

- Collaborate with the marketing team to ensure brand consistency and alignment with overall marketing goals.
- Engage with our online community, responding to comments and messages in a timely manner.
- Assist in organizing and executing social media campaigns and contests.

Qualifikation:

- Currently enrolled as a student in a relevant field (e.g., Marketing, Communications, Media Studies).
- Proven experience with major social media platforms.
- Strong written and verbal communication skills.
- Creative thinking and ability to generate engaging content.
- Familiarity with social media analytics and tools (e.g., Hootsuite, Buffer, Google Analytics).
- Ability to work independently and as part of a team.
- Excellent organizational and time management skills.
- A keen interest in social media trends and digital marketing.

SOFT SKILLS:

- Professional verbal and written communication skills in English.
- Proactive orientation in a remote team, and iterative improvement mindset
- Attention to and clear passion for detail and thoroughness.

WE OFFER

- A payment of 20 to 25 € per hour and a maximum of 12 hours per month.
- A participating in building a company with ambition to contribute to the future of Europe.
- Fast and flat processes, straight internal communication, low hierarchies, and freedom to operate.

DIVERSITY & INCLUSION

EIT Culture & Creativity aspires to be an equitable and inclusive community. We nurture an open culture, where everyone is supported to fulfil their potential. We see inclusivity of talent as the basis of our success, and the diversity of perspectives and people as a highly valued outcome. EIT Culture & Creativity provides equal opportunities to all employees and applicants regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, functional impairment, citizenship, or any other aspect which makes them unique. We look forward to welcoming you to our community.

SELECTION PROCESS

A Selection Committee of experts will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential for avoiding conflicts of interest. Shortlisted candidates are invited to virtual interviews with the

Selection Committee. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.

Candidates can be also invited for interviews on other now, formerly open or in future open job vacancies of the EIT Culture & Creativity.

PRIVACY NOTE

Data protection is secured according to the European General Data Protection Regulation GDPR (Directive 95/46/EC).

The applications will be stored by EIT Culture & Creativity in charge of this hiring service and will only be shared with individuals involved in the selection process.

APPLICATION PROCESS AND ADDITIONAL INFORMATION

A complete application should consist of:

- I. Curriculum Vitae, preferred Europepass CV <https://europass.europa.eu/en/create-europass-cv>.
- II. a motivation letter describing (no longer than 1 DIN-A4 page).

The application should be sent via e-mail to: hiring@eit-culture-creativity.eu or through LinkedIn.

with subject header "EIT CC_Student Assistant – surname_name".

Format: CV and motivational letter in two separate files.

File name: Name the files according to the model "EIT CC_SA_CV" and "EIT CC_SA_surname_name_ML".

For example, Maria Novak would name the file, EIT CC-SA Novak_Maria_CV or ML.

Important: The application should be written in English.

Only complete applications will be evaluated with

- full curriculum vitae
- motivation letter, in two separated files)

The job vacancy will be open until 15th of August 2024 at 05:00 m (CET).

For questions regarding the application process, please contact hiring@eit-culture-creativity.eu
Would you like to learn more about the EIT Culture & Creativity, visit www.eit-culture-creativity.eu.
Take lead in this exciting journey. Send us your application now!

Disclaimer

The document, dated 25 July 2024, might be subject to change; all changes will be made visible in future versions.