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Job advertisement – Public Administration Clerk (m/f/d)
at the Student Council of Otto von Guericke University Magdeburg

We are the Student Council (StuRa), a group of committed students who work to promote the interests of all students. We are looking for *an* administrative assistant to support our Public Affairs Department.

Your tasks

- Administration of various digital media such as Instagram, LinkedIn, website
- Creating new posts (primarily on Instagram) and designs (Canva)
- Filming StuRa appearances at university-related events as well as editing and processing the recordings
- Creatively contributing new ideas for improving everyday student life at OvGU
- Holding office hours in the office (e.g. lending, student concerns)
- Writing the student newsletter
- (Co-)planning and supporting collaborations and StuRa activities

The tasks may evolve and be modified depending on the composition of the StuRa. We see the position as flexible support for our work!

What is important to us

We work closely together as a team. Since our "superiors" are also students, we have flat hierarchies and a collegial exchange on an equal footing. A respectful and supportive working environment is particularly important to us.

You should:

- be able to work reliably and in a structured manner
- be able to express yourself confidently and carefully
- have very good German and English skills
- be confident in using social media
- Enjoy filming and editing short videos and the like.
- Knowing what goes down well with students

Requirements

You must be enrolled at Otto von Guericke University Magdeburg and may not be a member of the student council or the representative list.

A letter of motivation is sufficient for your application. A CV and references are not required.

Please send your application by 7 April 2026 to: stab@stura-md.de

We look forward to receiving your application!

Student Council of Otto von Guericke University Magdeburg