

## **Communications & Public Relations Assistant (m/f/d)**

### **Part-time student position (mini job) - 2 openings at Student Council (StuRa), OVGU**

We are the Student Council (StuRa), a team of dedicated students representing the interests of all students at OVGU. To strengthen our Communications and Public Relations work, we are looking for two motivated student assistants to join us.

#### **What you'll be doing:**

- Join StuRa meetings and take clear, structured meeting minutes
- Edit and publish minutes and resolutions
- Maintain internal documentation (e.g., wiki)
- Manage and grow our social media channels (Instagram, LinkedIn, website)
- Create engaging content, designs (e.g., Canva), and newsletters
- Support event coverage through photo/video recording and editing
- Help plan and execute campaigns, collaborations, and student-focused projects
- Host office hours and assist students with their requests
- Bring in your own ideas to improve student life at OVGU

This role is flexible and may evolve depending on the team and ongoing projects.

#### **What we're looking for:**

- A reliable and well-organized working style
- Strong writing and communication skills
- A collaborative, team-oriented mindset
- Discretion when handling sensitive information
- Very good German and good English skills
- Confidence using standard office tools
- Interest in or experience with social media
- Creativity and enthusiasm for content creation (including photo/video, if applicable)

#### **What you can expect:**

- A friendly, student-driven team with flat hierarchies
- A collaborative and supportive work environment
- The opportunity to actively shape student life at your university
- Flexible tasks and room for your own ideas

#### **Requirements:**

- You must be enrolled at Otto von Guericke University Magdeburg
- You must not be a member of the Student Council or an affiliated electoral list

- Please submit a motivation letter and your CV

**Apply now:**

Send your application to: [stab@stura-md.de](mailto:stab@stura-md.de)

We're excited to hear from you!

Your Student Council (StuRa)

Otto von Guericke University Magdeburg