

Advertisement

Student Administrator – Media, Communications and Student Records (Internship)

The European College of Business and Management (ECBM)

ECBM is the Higher Education institution affiliated to the German Chamber of Industry and Commerce in London (the AHK). Our mission is to provide an international education to German students and to provide education and training for German companies in the UK.

We are located in Shoreditch, East London and we have a vacancy for a Student Administrator (which is for the duration of six months) to promote the College services, support our student records department and recruit applicants for its programmes.

You must have a confident, outgoing personality, be hard working and self motivated. No previous work experience in marketing is necessary, as training will be given, but the applicant must be fluent in German and English. This is an internship.

You will work in a small team. The deadline for applications is **Friday 15 February** and the applicant should be able to start on 15 March (or earlier if possible).

If you are interested in the above position please reply by email only to the Director of the ECBM, Richard Bills at recruitment@eurocollege.org.uk