

## Job Opening

The Institute for Innovation, Strategy, and Organization is looking for a motivated and committed student assistant to join our team starting March 1, 2026

### **Student Assistant (with Bachelor's Degree)** (8 hours/week)

#### **Your Responsibilities:**

- Support the preparation and revision of teaching materials and presentations
- Assist with general administrative tasks within the institute (e.g., maintaining the website and Learnweb)
- Contribute to ongoing research projects, including:
  - Conducting literature reviews
  - Data analysis and preparation
  - Organizing and formatting materials and documents

#### **Your Profile:**

- Completed bachelor's degree and ideally enrolled in a master's program in business, economics, or a related field for at least one more year
- Initial experience with reference management software (preferably Citavi or Mendeley)
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Independent, reliable, and well-structured working style
- Strong communication and teamwork skills
- Experience in conducting literature research
- Desirable:
  - First insights into empirical research methods
  - Previous experience as a student assistant
  - Good command of English

If this position matches your interests and qualifications, we look forward to receiving your application. Please send your cover letter, CV, and relevant certificates as a single PDF file by November 15, 2025 via e-mail to: [Charlotte Czernietzki](mailto:Charlotte.Czernietzki@iso.uni-muenster.de).