

GPE Global Production Engineering UG



Global
Production
Engineering

GPE UG supports the Global Production Engineering (GPE) master's programme at Technische Universität Berlin by managing its administrative and operational activities. Working closely with TU Berlin, the company supports the organisation and delivery of the programme and serves as an interface between prospective and current students, academic staff, alumni, and external partners. As part of a small and international team, GPE UG also contributes to the programme's international recruitment, communication, and community-building activities.

Working Student / Intern: Content & Social Media Management - GPE

Stadt: Berlin; Beginn frühestens: Frühestmöglich; Dauer: minimum 6 months;

Vergütung: 15,08 € per hour

Aufgabenbeschreibung

Social Media

- Managing and developing GPE's social media channels, particularly LinkedIn and Instagram
- Developing a regular editorial calendar
- Creating and publishing posts, Reels, Stories, and short videos
- Tailoring content to different target audiences and funnel stages
- Monitoring content performance
- Student & Alumni Content
- Developing simple content guidelines and templates
- Identifying interesting stories from the GPE community
- Conducting short interviews with students and alumni
- Developing alumni success stories
- Creating "Day in the Life" and behind-the-scenes content
- Covering events, field trips, and projects
- Coordinating student takeovers and ambassador posts
- Collecting and curating student-generated content for official GPE channels
- Newsletter & Website
- Creating and editing content for newsletters
- Adapting career, alumni, and academic content for various communication channels
- Content Production
- Photography and basic video production
- Video editing and image editing
- Creating graphics and social media assets
- Building a reusable content library

Erwartete Qualifikationen

- Degree in communication, marketing, media, design, journalism, or a related field
 - Passion for social media, storytelling, and digital communication
 - Strong sense of visual and written communication
 - Excellent English skills; German skills are a plus
 - Interest in international and intercultural topics
 - Ability to approach students, alumni, and staff with an open mindset
 - Ability to work independently and reliably
 - Understanding of how professional communication differs from traditional “college marketing”
- Particularly relevant skills
- LinkedIn and Instagram
 - Canva or Adobe Creative Cloud
 - Video recording and editing
 - Photography
 - Copywriting
 - Content planning
 - Social media analytics

Unser Angebot

We offer you competitive compensation based on the TV Stud collective bargaining agreement (up to 80 hours per month), flexible working hours, and plenty of freedom to shape your work. In our small, international team, you can expect quick decision-making processes, a relaxed and uncomplicated work environment, and the opportunity not only to suggest your own ideas but also to try them out and implement them on your own. You can develop your own projects and formats that are also suitable for your personal portfolio.

Bewerbung

Please send your full application including your CV, Cover Letter, Current Enrollment Documents and your Portfolio to mintchev.krassimirov@tu-berlin.de

Weitere Informationen unter <https://stellenticket.de/206630/HTWB/>
Angebot sichtbar bis 06.09.2026

