



Frankfurt School of Finance & Management is a research-led business school with university status, internationally accredited by EQUIS, AACSB and AMBA.

Our Career Services team liaises between students, alumni and the corporate world. It is dedicated to delivering excellent services to all stakeholders. The team prepares students and graduates for subsequent careers. Thus, individual advice and support, a wide variety of events and a range of other services (online and offline) are provided. Career Services is an integral part of our Strategic Relations unit, working closely together with the School's Alumni Management, Corporate Communications and Fundraising teams.

We are seeking to recruit, at the earliest possible starting date and initially limited for 24-months with the possibility of conversion to a permanent contract, a

Career Counsellor

Key tasks:

- Career Counselling with a focus on international students at Frankfurt School to enhance graduate placement
- Ensure that online and offline counselling services are state-of-the-art
- Concept development and project work with regard to the following topics
 - Development and implementation of activities to extend and foster Frankfurt School's relations to students, alumni and corporate partners (online and offline)
 - Identify and recruit new partners across all industries – also as joint efforts with other Strategic Relations teams
- Prepare statistical analyses and reports
- Take part in Strategic Relations evening events, especially Career Services' Corporate Events
- Develop and host workshops for students on career and professional development topics
- Carry out various tasks, e.g. blog posts, administrative duties

Skills and qualifications:

- A university degree is required
- A minimum of two years' work experience required
- Experience of living and/or working abroad desirable
- Work experience with corporates is a plus, e.g. in customer services, recruiting, counselling
- Versed with social media
- Business fluency in English and German, with excellent presentation skills in both languages,
- Proficiency in the full MS Office suite
- Experience with project work in cross-functional teams
- Tolerance of and open-mindedness towards different personalities and cultures
- Service attitude, courteous, excellent communication skills
- Self-starter; capable of organising own work; dedicated, with a strong sense of responsibility and the ability to work in a team with an innovative spirit.

Are you looking for a challenging, multifaceted job at an ambitious, international business school?

If so, please send your application including details of your preferred start date and salary expectations to by [e-mail](#) or post to Frankfurt School of Finance & Management, Attn. Frau Mira Kotbi, Postfach 10 03 41 60003 Frankfurt am Main.