



The European University Viadrina is an international and interdisciplinary university that educates around 4,000 students from all over the world in law, economics and cultural studies programmes in the twin city of Frankfurt (Oder)-Śluby on the Polish and German sides of the Oder. It celebrates the European idea in everyday life, promotes European integration in teaching and research and, with around 300 academic and 300 non-academic employees, forms a community that is particularly concerned with successful communication and cooperation with Eastern Europe.

The Entrepreneurship Research Lab (ERLab) at the Faculty of Business Administration and Economics of the European University Viadrina invites applications for

1 Project Assistant (f/m/d/x) at the ERLab (Entrepreneurship Research Lab)
Identification Number: 1216-25-01

Working time: 20h/week

Salary: as per tariff (group [13 TV-L](#))

Limitation: project end, runs at max. until 31.12.2030

Starting Date: 01.09.2025

The "Entrepreneurship Research Lab: Research on Creativity, Communication and Community (ERLab)" project at the European University Viadrina Frankfurt (Oder) conducts research on entrepreneurial ecosystems in the established research-practice partnership with the Campus Founders gGmbH in Heilbronn.

Responsibilities | Your tasks:

The project assistant will contribute to the ERLab's coordination, organize transfer-related events in Heilbronn, contribute to setting up a knowledge platform on entrepreneurship research, and provide administrative assistance to the ERLab, including financial planning and budgeting. He or she will mainly work at the university campus in Frankfurt (Oder), but spend also periods of time on the Bildungs-Campus in Heilbronn.

Qualifications | Your qualifications profile:

The ideal candidate is expected

- to have a MSc degree in business administration with focus on management, organization and entrepreneurship
- to have practical experience in the start-up sector and sound negotiating skills
- to have strong skills in multilateral on- and offline communication and the ability to learn quickly
- to have pronounced interest in the analog and digital knowledge transfer of research in entrepreneurship with focus on eco-systems, communication, and creativity
- to have substantial understanding of the international entrepreneurship research landscape
- to have a strong interest in entrepreneurial ecosystems in Europe including Eastern Europe
- to be fluent in German and English

Please send your application with the usual documents (letter of motivation, CV, certificates) by **12.08.2025** as a PDF file to: bewerbung@europa-uni.de quoting the above-mentioned reference number (the file will be deleted immediately after the selection procedure has been completed).

If you have any questions about the position, please send an e-mail directly to Professor Dr. Söllner: soellner@europa-uni.de.

Further information on our vacancies and our HR policy can be found on our website. The European University Viadrina is committed to diversity and equality for all employees and observes all relevant equality and inclusion measures in the application process.

Please see www.europa-uni.de/stellenangebote for further information.