

WHU – Otto Beisheim School of Management is the leading private business school in Germany and is continuously ranked among the top business schools in Europe. On WHU's two campuses in Vallendar (near Koblenz) and Düsseldorf, faculty, students, and staff enjoy working in a stimulating international environment. The organizational culture combines an entrepreneurial attitude and international orientation with a strong sense of community and diversity and a high commitment to excellence.

The Public Relations Department of WHU invites applications for the full-time position of a

Manager Public Relations (f/m/d)

located at the WHU Campus Vallendar or WHU Campus Düsseldorf with a starting date of January 1, 2021 or later.

The Public Relations Department of WHU takes care of the internal and external communication activities of WHU, supports the faculty, the academic programs, the other departments, and the Dean in their communication, tracks WHU's media coverage, and is involved in crisis communication if necessary. As Manager Public Relations you are part of a small and motivated team working closely together with the Marketing Department, the Online Sales Unit and the Dean's Office.

Job Description

- You will mainly take care of the internal but also of some external communication of WHU.
- You will manage the content of the online WHU news magazine and produce texts in English and German for it.
- You will report on the activities of student clubs and conduct interviews with their representatives and guests.
- You will be responsible for editing and the full production process of an official WHU report in print.
- You will track the activities of peer business schools on a regular basis and report on them.
- You will maintain WHU's experts data base.

Job Qualifications

- Academic degree, preferably in journalism, public relations, communication science, translation, English language and literature, or German language and literature
- Ability to work independently and accurately
- Strong communication skills in English and German, English and German native speaker level welcome
- Strong Microsoft Office skills, TYPO3 skills desirable
- Work experience in public relations and/or journalism

What we offer

- A stimulating international working environment
- An open-minded, supportive, and motivated team
- Opportunities to actively contribute to the school's development
- Flat hierarchies and fast decision-making processes
- Attractive skill development and training options
- Flexible working hours
- Exclusive company-sponsored social benefits
- Various sports and health programs
- Easy commuting distance from Cologne, Bonn, and Frankfurt

This position is initially a one-year fixed-term contract with the potential to become extended or permanent.

All members of the WHU community work together to continuously develop WHU as one of the leading business schools in Europe. Do you want to be a part of this vision? Come join our team!

The application deadline is **November 23, 2020**. Please send your application documents, including salary expectations, by email to: