




**Reference:**  
500\_22\_CI\_03

**Business Unit:**  
CIO

 **Location:**  
Aachen

 **Working Hours:**  
Part-Time

**Published:** 03 - 2022

## Student Assistant (m/f/d) IT Project Management Office

### Your Tasks

- As a member of the PMO Team you'll support the project management activities and collaborate with different functions, e.g., communication, data management, analytics, and others
- You analyse and optimize data, projects, documents, knowledge articles, communication etc. within PMO
- You create and maintain visualization dashboards/reports (demands, projects, and budget overview data) for delivering regular inputs into our business planning cycle
- You support us to plan, manage and execute standard content for our three core target groups (Business Users, Internal Requesters, Demand/Project Managers) and ensure encompassing communication on all organizational levels
- You track and monitor data at the different touchpoints (Websites, Excel spreadsheets, etc.) and analyze the performance of the activities

### Your Qualifications

- You are an enrolled student (m/f/d) in the field of Industrial Engineering, Computer Science/Data Science, or a comparable course of study
- You have a high IT affinity with strong analytical and communication skills
- Ideally, you already have first experience in data analysis and Project Management.
- You are able to professionally handle MS Office, Excel, Power BI/Tableau, SAP/SAC systems and/or have knowledge of SQL, JavaScript
- You have very good knowledge of spoken and written English and German
- You are highly committed and able to dedicate fixed time in a week
- You work with little oversight and proactively address any challenges

### Your Contact

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Human Resources - Aachen

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### Your Application

We look forward to receiving your application documents with reference to the above-mentioned reference number and stating your salary requirements and earliest possible starting date. Please apply via the application form below:

