

Job advertisement for the department cashier - Referent for the AStA of the University of Siegen.

Siegen, 11. August 2021

The AStA (Allgemeiner Studierendenausschuss) is a political body and the executive organ of the "Verfasste Studierendenschaft" and therefore responsible for representing all students and their interests internally and externally. In addition, the AStA organizes events and workshops that are intended to provide students with added value in order to round off student life. The AStA cares for the interests of the students and supports them with words and deeds.

As of now, we are looking for a consultant to support our team on a mini-job basis/as a student trainee for the area of cash desk with a scope of 6 hours per week. Your tasks include regular office work such as maintaining the mailbox, answering calls, processing the welcome money and being the first contact person for students' questions.

The Cashier's Office brings specific tasks with it. These can be, for example:

- Transfer of invoices and expense allowances
- Bookkeeping and internal account management

In addition, the Cashier's Office also brings with it specific requirements, such as:

- Affinity for numbers and finances
- reliability
- ability to work in a team
- Overview of the structures of the student body
- B2 language level in german language
- Student of the University of Siegen

In addition, knowledge of MS Office is desired or the willingness to familiarize yourself with it.

Of course, we are always happy to hear about your commitment beyond the department and your own ideas or suggestions, and this is expressly desired.

Your regular duties also include the obligatory participation in the weekly AStA Council meetings, as well as in the regular meetings of the student parliament.

We would be very pleased to receive your application.