

Job advertisement for the Social Department - Officer 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 on a mini-job basis/as a student trainee for the social department with 12 hours per week to support our team. 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 social unit brings specific tasks with it. These can be, for example:

- Processing hardship applications
- Allocation of small loans
- Cooperation with university institutions
- Cooperation with governmental offices
- Advising students in all life situations, e.g. student financing, legal advice

In addition, the social department also brings with it special requirements, e.g:

- Good knowledge of the English language, both written and spoken
- Strong empathy
- reliability
- Problem solving orientation
- Be open-minded

- Good command of German (B2) (in addition, other language skills are explicitly desired)
- Student person of the University of Siegen
- Overview of the structures of the "Verfasste Studierendenschaft" and willingness to get to know them.

In addition, knowledge of MS Office is desired or the willingness to familiarize oneself 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.