

### **Job advertisement for the Department of Political Education and Culture - Officer for the AStA of the University of Siegen.**

Siegen, 11. August 2021

The AStA (Allgemeiner Studentenausschuss) 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 speaker on a mini-job basis/as a working student\* for the area of political education and culture with a scope of 6 hours per week to support our team. Your tasks include regular office work such as maintaining the mailbox, answering calls, processing the welcome money as well as being the first contact person for students' questions.

The department of political education and culture has specific tasks. These can be, for example:

- Concepts for events or workshops in the field of political education and culture (e.g. "The Language of the New Right")
- To promote already existing events of the cultural scene in Siegen
- Contributing to the education of the AStA

In addition, the department of political education and culture also brings with it special requirements such as:

- Communication skills
- If necessary already political commitment

- Overview of the structures of the "Verfasste Studierendenschaft" or willingness to learn about them.
- B2 level in German language (other language skills are explicitly desired)
- Student person of the University of Siegen

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 involvement beyond the department and your own ideas and suggestions.

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.