

Job advertisement Shop - Referent der AStA der Universität Siegen

Siegen, 28. 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 representative on a mini-job basis / as a working student* for the store area 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 and being the first contact person for students' questions.

The Shop unit entails specific tasks. These can be, for example:

- Selling products
- Promoting and presenting products
- Nice and friendly appearance

In addition, the Shop unit brings with it specific requirements, such as:

- Reliability
- Ability to work in a team
- Knowledge of the English language, both written and spoken (B2 or higher)
- Knowledge of the German language in word and writing (B2 or higher)
- Overview of the structures of the "Verfasste Studierendenschaft" or willingness to get to know them
- Student person of the University of Siegen

In addition, knowledge of Microsoft Office is desired or the willingness to familiarize oneself with it. Of course, we are always happy to hear about your commitment beyond the unit and your own ideas or suggestions, and this is expressly desired.

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

