

### **Job advertisement for the Department of Sustainability and Ecology - 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 representative on a mini-job basis/as a working student for the area of sustainability and ecology 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 department of sustainability and ecology has specific tasks. These can be, for example:

- Working on the sustainable design of everyday life at the university
- To develop concepts for events or workshops on the topic of sustainability and ecology.

In addition, the department of sustainability and ecology also brings specific requirements with it, for example:

- Interest in sustainable design of everyday life, both university and personal
- ability to work in a team

- Overview of the structures of the "Verfasste Studierendenschaft" (VS) or willingness to get to know them
- possibly already existing ecological-political commitment
- B2 level German (other language skills are explicitly desired)
- student 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 commitment beyond the unit and your own ideas or suggestions, and this is explicitly 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.