



The "Allgemeine Studierendenausschuss (AStA)" is the executive body of the student community at the DSHS and is made up of various student representatives elected by the student parliament. The goals and tasks of the AStA are to represent the students of the DSHS towards the university as well as society and to support them in the course of their studies in various matters. We are **from now on** looking for a ...

## Employee AStA-Service (m/f/d) on 450-Euro-Basis

### Your tasks

- Answering general questions about studies at the DSHS Cologne
- Selling office materials
- Issuing the International Student Card
- Answering incoming emails
- Issuing of notarizations
- Administrative Tasks
- Forwarding of available study materials (old exams etc.)

### Our expectations

- Conscientious and independent way of working
- Strong communication skills and friendly demeanor
- Ability to work in a team

### Your perspective

- Compensation on a mini-job basis with an hourly wage of 11€
- Insights into student self-administration
- Independent work in a predominantly student team
- Good compatibility with studies and private life

The weekly working time is (by arrangement) between 4 and 10 hours. People with disabilities are given preference in case of equal qualification.

Are you interested? Then please send us your complete application documents (short, informative letter of motivation and curriculum vitae) to [vorsitz@asta-spoho.de](mailto:vorsitz@asta-spoho.de). Application deadline is Apr 20, 2021.

For further information, please contact us at any time. Just send us an email to [vorsitz@asta-spoho.de](mailto:vorsitz@asta-spoho.de)