

Call for AStA-jobs 2015/2016

In the following, we call for AstA-jobs in the new AstA collective during the legislature 2016/2017. As for us, we regard our collective only as complete with the participation of everyone working in AstA positions, however small they may be. AStA positions are primarily collaborative and depend on intense teamwork. Structurally, there are big positions (about 8hours/week with a monthly allowance of 330 €) and small positions (about 4 hour/week with a monthly allowance of 165 €) to be filled. We are aware that we will receive more applications than available positions, but we would still like to welcome you in the AstA offices any time you like. Unfortunately, the AstA offices are not accessible for people with disabilities. However, this should not be an obstacle for your application, as together we may work out a suitable solution for you. Please submit your applications using the form below!

Two positions “Coordination of academic self-government”

The students participation in the academic administration is characterized by a professorial majority in all decision-making committees and the gratuitousness of most student administrative bodies, this limits the representatives in their activities. This combination of under-representation and excessive demands often results in the isolation of individual students. The persons in charge of the position named “coordination of academic self-government” should support the elected students representatives in their academic committee work. The members of the Senate, the Senate committees and faculty boards should be strategically connected to represent the interests of students at all levels, and to increase student's self-administration at the University of Hanover. For this task a thorough knowledge of academic and student self-government is very helpful. The position “Coordination of academic self-government” is volunteer work. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. The positions advertised are to be filled by two people. There will be a monthly allowance of 165€ paid for each person.

One position “Coordination of printing”

The task of the person in charge of the position “Coordination of printing” is to coordinate between the AStA and the printing collective in the students print shop. In addition this person should have a permanent overview of existing supplies and is responsible for ordering materials. Also the person should organize future maintenance work of the printing shop. Experience in the printing sector is helpful. The position “Coordination of printing” is volunteer work. The position advertised is to be filled by one person. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. There will be a monthly allowance of 165€ paid.

One position “System administration”

The task of the person in charge of the position “System administration” includes the maintenance of the hardware, which is located in the AStA (including 2 Linux server and multiple Linux / Windows clients) and the exchange of defective or inadequate hardware. Your responsibilities also include the support for problems with software or hardware, as well as the maintenance of the website (HTML / PHP, WordPress). For this position thorough knowledge of network functions (LDAP, SMB servers) and basic knowledge of a scripting language (eg, Bash, Perl, XML) is required. The position “System administration” is volunteer work. The position will be advertised for one person. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. There will be a monthly allowance paid for the person of 330€.

One position “Women and Gender Politics”

As AStA it is important for us to take a critical perspective on gender relations and initiate a reflection on sexism, homophobia, transphobia and all forms of discrimination based on gender and sex. We also want to question the causes and reproduction mechanisms of discrimination. We wish to express a critical examination on the concept of heteronormativity, which supposes that

white-male heterosexuality is accepted as a social norm. Responsibility for the position “Women and Gender Politics” is, among other things, to make these topics accessible to students. In addition the goal of this position should be to detect and combat inequalities at the university based on gender or sexual orientation. Furthermore LGBTTIQ topics should be addressed. Therefore the person should work as a team with the person in charge of the position “Queer Politics”. The position “Women and Gender Politics” is volunteer work. The position will be advertised for one person. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. There will be a monthly allowance paid for the person of 330€.

One position “Queer Politics”

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One position “Media and Tech”

The AStA owns event technology which is often used by the students for a variety of events. The continued rental & frequency of usage of equipment makes it prone to malfunctions and outages. The person in charge of the position “Media and Tech” takes care of the maintenance and repair of the AStA appliances, as well as possible new acquisitions. In addition the person should perform regular checks of functionality of the equipment after it has been returned, and to supervise event tech when it's being used, for example to create audio recordings of lectures. In addition, the person should introduce other persons who are in charge of positions in the AStA to the technology and create a wiki with all relevant information about of the AstA's technical equipment. The position “Media and Tech” is volunteer work. The position will be advertised for one person. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. There will be a monthly allowance of 165€ paid.

Six positions in the “AStA office/reception”

The AstA office is the first contact point for many students in the AStA. The people working in the AstA office answer the phone, try to answer questions of students who come by and perform general administrative duties. This includes room reservations, taking care of the loan or responding to e-mails. We expect the willingness to take the initiative to keep an eye on the cleanliness of the office. Furthermore, several newspapers should be looked through for university-related topics each morning to create a press review. For the work in the AStA office it would be helpful to be fluent in German, French, Arabic, Mandarin or Russian. The positions in the “AstA office” are volunteer work. The position will be advertised for six people. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. There will be a monthly allowance paid for 3 persons of 330€ each and for 3 persons of 165€ each.

Three positions “Credit Service”

The task of the persons, who are in charge of the “Credit Service” is the intake and adaptations of the credit repayment. The persons need to have an overview of the credit users and write reminders. In consultation with the “Finance Department”, the persons also take care of the contact with the lawyer in legal action. For this work skills in working with spreadsheet programs (for example Excel or Calc) are helpful. The positions “Credit Service” are volunteer work. The position will be advertised for three people. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. There will be a monthly allowance paid for two persons of 330€ and for one person of 165€.

One position “Layout”

The task of the person, who is in charge of the position “Layout” is to design and produce flyers, brochures, posters and other printed products from the AStA. This also includes the AStA newspaper "KontrASt". Appropriate skills in graphic design and desktop publishing programs are required. Please include a link to samples or a portfolio in your application. You may also send these to bewerbung@asta-hannover.de. The position “Layout” is volunteer work. The position will be advertised for one person. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. There will be a monthly allowance paid of 330€.

Seven positions in the “BAföG and social counseling”

The “BAföG and social counseling” deals primarily with matters relating to student finance. In addition to the focus on BaföG it advises students in questions of health, housing allowance, unemployment benefits and social assistance. Working in the “BAföG and social counseling” is teamwork. Therefore the persons who are in charge of the positions should have some knowledge in the areas of student finance, health insurance, housing allowance, unemployment benefits and social assistance. Regular participation in continuing education courses is required. Experience in the topic of “BAföG and social counseling” or a similar provision is required, but is not mandatory. The willingness to cooperate by exchanging information with the AStA is provided. For advising students it would be helpful to be fluent in German, French, Arabic, Mandarin or Russian. The positions “BAföG and social counseling” are voluntary. The position will be advertised for seven people. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. There will be a monthly allowance paid for two persons of 330€ and for five persons of 165€.

Two positions “Archive”

The task of the persons who are in charge of the positions “Archive” is to catalogue, index and de-ice (Removal of corroding metal parts) of existing archival holdings of the AStA. In addition the digitization of the archive is also a responsibility. The positions “Archive” are volunteer work. The position will be advertised for two people. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. There will be a monthly allowance of 165€ paid for each person.

One position “Civil Clause” (Antimilitarism)

The task of the person in charge of the position “civil clause” is to work with the AStA, the senate and regional alliances to develop possible measures and resolutions pertaining to the financing of academic research with money received from military organisations and the development and research of military, including weaponry, tech. In addition the person should inform students about the topic of the civil clause and make them aware of this. Cooperation with university political alliances and groups external to the university is required. The position “civil clause” is volunteer work. The position will be advertised for one person. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. There will be a monthly allowance paid of 165€.

Three positions in the “University and student counseling”

The persons in charge of “University and student counseling” should help students with questions and problems related to the study. For example: exam regulations, course changes, problems with the Examination Office / Admissions Office, and problems related to individual teachers. Experience in the academic and social counseling or a similar provision could be helpful but is not mandatory. For advising students it would be helpful to be fluent in German, French, Arabic, Mandarin or Russian. The positions “University and student counseling” are volunteer work. The position will be advertised for three people. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. There will be a monthly allowance paid for two persons of 330€ and for one person of 165€.

One position “student ticket and mobility”

Responsibilities of “semester-ticket and mobility” are the implementation and support of the "Semester Ticket Social-Fund" project and its progress. You will also be supervising the development and implementation of a low cost bike sharing concept. Networking with AstAs in other parts of Germany to organize and devise nationwide student-friendly transport is a must. The "Student Ticket and Mobility" position is volunteer work. The position is advertised for one person. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. A monthly allowance of 330€ will be paid.

Three positions "AstA Service-Office"

Your responsibilities will be counselling students, preparing student loan contracts and cafeteria vouchers. You will also accept loan repayments. Fluency in German, English, French, Arabic, Mandarin and Russian is helpful. The positions "AstA Service-Office" are volunteer work. The positions are advertised for three people. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. A monthly allowance of 330€ for one person as well as an allowance of 165€ for two people will be paid.

Four positions "Team Critical Education"

Your responsibilities for this position include developing and supervising a wide array of critical education services. As a collective, we support a critical perspective on socio-political concepts and would like to offer a space to engage with these concepts in a variety of manners. The events/lectures/whatever you may conceptualize are part of our work on anti-discrimination and should preferably have a preventative and educational character. The position of "Team Critical Education" is volunteer work. The position is advertised for four people. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. A monthly allowance of 165€ will be paid for each person.

One position "Coordination of Distribution"

The responsibility of this position is the distribution of flyers, posters and announcements of the AstA on campus and the cafeterias. Volunteers who would like to do this are to be coordinated and supervised by the person in charge of this position. We would also like you to develop a concept to increase outreach to far off or remote places off and on campus. Since this is usually done in under the required hours for this position, we restructured it to include the coordination of print publications in collaboration with the press consultant. You will be required to support editorial work and to gather relevant information (you may be creative with this). The position "Coordination of Distribution" is volunteer work. The position is advertised for one person. Applicants are expected to work on collective projects and participate in SB-Stellen meetings. A monthly allowance of 165€ will be paid.