



Call for AStA- jobs 2020/2021

Overview

- Coordination of academic self-governance
- System administration
- Women and Gender Politics
- Queer Politics
- Media and Tech
- AstA office/reception
- Credit Service
- BaföG and social counseling
- Archive
- Civil Clause (Antimilitarism)
- University and student counseling
- Student ticket and mobility
- AstA service
- Team critical education
- Admissions
- Anti-discrimination
- Transfer of knowledge

If you are interested in applying for a Job please write an e-mail to bewerbung@asta-hannover.de til 14th of June 2020

Two positions “Coordination of academic self-governance”

The student’s participation in the academic administration is characterized by a professorial majority in all decision-making committees and the non existence of payment 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 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. These positions are volunteer work. Applicants are expected to work on collective projects and participate in case project meetings. The positions advertised are to be filled by two people. There will be a monthly allowance of 200€ each.

One position “System administration”

The task for the above position include the maintenance of our hardware, which is located in the AStA (including 2 Linux servers and multiple Linux and Windows clients) and the exchange of defective or inadequate hardware. Your responsibilities will also include the support when running into problems with software or hardware, as well as the maintenance of the AStA website (HTML / PHP, WordPress). For this position thorough knowledge of network functions (LDAP, SMB servers) and basic knowledge of a scripting language (e.g., Bash, Perl, XML) is required. This position is volunteer work. The position will be advertised for one person. Applicants are expected to work on collective projects and participate in case project meetings. There will be a monthly allowance paid for the person of 200€.

Two positions “Women and Gender Politics”

As AStA it is important to 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. A responsibility for this position 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 closely with the person holding the „Queer Politics” position.

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 case project meetings. There will be a monthly allowance paid for the persons of 200€.

One position “Queer 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 means that the white-male heterosexuality is accepted as the social normality. The task will be, among other things, to address the critical analysis of the heteronormativity of the society to the students. In addition, the person should be the Point of contact for students who are discriminated at the University because of their gender or sexual orientation. Themed events are just as desired, as free time-activities in which people can take part, in a safe environment free from social norms and discrimination. Therefore, the person should work closely with the holder of the position “Women and Gender Politics”. The position “Queer Politics” is volunteer work. The position will be advertised for one person. Applicants are expected to work on collective projects and participate in case project meetings. There will be paid a monthly allowance of 200€

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. You will take care of the maintenance and repair of the AStA appliances, as well as possible new acquisitions. In addition, you should perform regular checks of functionality of the equipment after it has been returned, and supervise event tech when it's being used, for example to create audio recordings of lectures. In addition, you 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 is volunteer work. The position will be advertised for one person. Applicants are expected to work on collective projects and participate in case project meetings. There will be a monthly allowance of 200€ 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 drop by and perform general administrative duties. This includes room reservations, taking care of several forms 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 reviews. For the work in the AStA office it would be helpful to be fluent in one or more of the following languages: 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 case project meetings. There will be a monthly allowance of 200€ paid.

Four 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 case of legal action. For this skills in working with spreadsheet programs (for example Excel or Calc) are helpful. The positions are volunteer work. The position will be advertised for five people. Applicants are expected to work on collective projects and participate in case project meetings. There will be a monthly allowance paid for every person of 200€.

Five positions in the “Bafög and social counseling”

The position 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 preferable but is not mandatory. The willingness to cooperate by exchanging information with the AStA is necessary. For advising students it would be helpful to be fluent in at least one of the following languages: German, French, Arabic, Mandarin or Russian. The positions are voluntary. The position will be advertised for five people. Applicants are expected to work on collective projects and participate in case project meetings. There will be a monthly allowance of 200€ paid for each person.

Two positions “Archive”

The task of these positions are cataloguing , index and de-icing(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 are volunteer work. The position will be advertised for two people. Applicants are expected to work on collective projects and participate in case project meetings. There will be a monthly allowance of 200€ paid to each person.

One position “Civil Clause” (Antimilitarism)

The task of the person in charge of this position 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 organizations 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 it. Cooperation with university political alliances and groups external to the university is required. The position is volunteer work. The position will be advertised for one person. Applicants are expected to work on collective projects and participate in case project meetings. There will be a monthly allowance paid of 200€.

Four 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 their course of studies. 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 at least one of the following languages: German, French, Arabic, Mandarin or Russian. The positions are volunteer work. The position will be advertised for three people. Applicants are expected to work on collective projects and participate in case project meetings. There will be a monthly allowance paid for one person of 330€ and for four persons of 200€.

Two positions “student ticket and mobility”

Responsibilities 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 position is volunteer work. The position is advertised for one person. Applicants are expected to work on collective projects and participate in case project meetings. A monthly allowance of 200€ will be paid.

Three positions "AStA Service"

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 /or Russian is helpful. The positions " are volunteer work. The positions are advertised for three people. Applicants are expected to work on collective projects and participate in case worker jobs meetings. A monthly allowance of 200€ 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 is volunteer work. The position is advertised for four people. Applicants are expected to work on collective projects and participate in case project meetings. A monthly allowance of 200€ will be paid for each person.

One position “Admission”

The person, who is in charge of the position “Admission” will work closely in cooperation with the consulting offers of the AStA which already exist, to stand up for the rights of the so-called "Bildungsauslaender". This means the status group of international students who do not come from the EU Member States. These are about 13% of all students at the University of Hanover. The academic life of students without German citizenship implicates a wide range of problems. Above all, students of English master's degree programs have often struggled with language barriers. Also, structural barriers, such as the regular renewal of VISA are observed. Often this status group gets in financial straits, since they are not entitled to receive “Bafög” in Germany. International students are often affected by racism: Whether dealing with the authorities, entering the discotheque, during attendance in seminars or in everyday life on the road. The position is voluntary. The position will be advertised for four people. There will be a monthly compensation paid for each person of 200€.

Two positions “Anti-discrimination”

In order to meet the demand of the General Assembly for an anti-discrimination directive, we are introducing the SB-units "Anti-discrimination", which will deal with the directive as well as further tasks in the field of anti-discrimination.

One office is to develop a handle for dealing with cases of discrimination and sexualized violence, which will ensure the capacity of the student body's organs to act by providing a conceptual basis. Uniform and binding regulations are to be drawn up for effective protection of victims, as well as for the clarification of incidents and the enforcement of the resulting consequences. Legal possibilities must be examined for this.

The other unit should network with existing structures and offers at the university, supplement them with its own offers and use them to develop a concept for public relations that also has a preventive character. These concepts are to be developed in cooperation with the departments for women* and gender policy and queer policy, among others. This unit works a lot in the field of prevention, e.g. by raising awareness and supporting the handling of sexualized violence in the departmental councils. There will be a monthly compensation paid for each person of 200€.

Two positions “Transfer of knowledge”

In order to ensure that the knowledge that the respective speakers acquire in their legislature is not lost afterwards, two self-service offices are to digitize this knowledge. For this purpose, the already existing AStA-Wiki is to be used, which first has to be generally overhauled and updated. In addition, important AStA appointments will be summarized, which could possibly be organized by setting up a cloud with appointment and reminder functions. Furthermore, addresses and contacts inside and outside the university should be collected and listed. The offices should also support the training of the new lecturers and self-service offices. There will be a monthly compensation paid for each person of 200€.