



Studierendenparlament Universität der Künste Berlin

Job posting Department for Finance

The Student Parliament (StuPa) is filling the position for finance in the General Student Committee (AStA). If you are studying at the Berlin University of the Arts, will be enrolled at the university for at least one more year and are flexible with time schedules, you are welcome to apply. The Student Parliament strives to have the current incumbent and the new person in the job to work in the same department for several months.

Term of office: from 1st May 2022 for 1 year

Areas of responsibility:

- The finance department has to write and monitor the budgets of the students, the day-to-day business of the AStA and has to coordinate the budget of the Student Councils. It is the interface between the student representatives and the finance department of the central university administration of the UdK.

other tasks:

- Participation in the weekly AStA meetings, the monthly StuPa meetings and in the committees of the UdK
- Representation of the AStA and the student body externally and internally

Requirements:

- ability to solve problems independently
- confident handling of statutes, contracts and bureaucratic processes (the demand is manageable, everything can be learned)
- no fear of dealing with numbers and legal texts
- absolute reliability and confidentiality with sensitive data
- ability to mediate and communicate in democratic bodies
- flexibility and self-organisation
- knowledge of German and English is an advantage
- willingness to acquire awareness towards discrimination in university politics
- good English and German

For your work in the AStA you will receive a compensation of 450€ for approx. 40 hours per month.

You apply in person at the StuPa meeting on 20th April from 18 o'clock. There might be a preliminary talk with members of the StuPa a few days before. You will be informed of the exact time and place in good time. Please send your anonymous application (letter of motivation and CV without name and address as PDF, max. 2 Din A4 pages) to stupa@asta-udk-berlin.de beforehand until 13th April. Please make sure to check your spam folder after submitting your application, as our emails sometimes end up there. If you are interested or have any questions, you can also contact the chair of the student parliament at the same address. The election takes place directly at the student parliament meeting.

Applications from people with intersectional (multiple) discrimination experiences are explicitly welcome!

The student body is committed to the necessity of dismantling structural, physical, linguistic, racist and gender-specific barriers in order to create an equal-opportunity learning and working environment for all. If you have a severe disability, you can indicate it in your application if applicable. Recognised severely disabled persons will be given preferential consideration if they are equally qualified.

Apply for the AStA of the UdK Berlin! We are looking forward to meeting you!