

# Studierendenparlament der DSHS Köln 22/23

## Ausschreibungen 2023

StuPa der Deutschen Sporthochschule Köln  
Am Sportpark Müngersdorf 6  
Institutsgebäude III  
50933 Köln



The student parliament of the German Sport University invites tenders for the new AStA with effect from 01.04.2023:

**Department of the Presidency**

**Department for Finances**

**Department for Social Affairs, Queer Feminism & Anti-Discrimination**

**Department for Public Relations and Transparency**

**Department for Studies and Teaching**

**Department for Politics**

**Department for Events and Culture**

**Department for First Semester Students and International Affairs**

**Project for Ecology**

**Project for Sport and Health**

*Informationen zur Bewerbung*

*Allgemeine Informationen zu Referatsausschreibungen*

*Allgemeine Informationen zu Projektausschreibungen*

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### Application information

If you are a registered student of the DSHS and are interested in one of the advertised positions, we would like to ask you to send us a short, meaningful letter of motivation. Applications are sent to all StuPa members. Students of the DSHS who are not part of the StuPa and have not applied for one of the positions can view the application documents after the application deadline via the StuPa chair. Please refrain from adding a photo and a CV to your informal application!

We welcome applications from all interested parties, regardless of study experience, origin, gender, religious affiliation, sexual identity or any restrictions.

#### **Possible guiding questions for applicants:**

- Why are you applying for this unit/project (personal motivation)?
- What are the goals you have set yourself for your work?
- Which topics are important to you personally?
- Can you imagine concrete projects?

Meaningful and complete applications, taking into account the above questions, should be sent **by 19.03.2023 (23:59) in writing by email in one coherent PDF file to [stupavorsitz@asta-spoho.de](mailto:stupavorsitz@asta-spoho.de).**

For further information, please contact your predecessors personally (contact details on [asta-spoho.de](http://asta-spoho.de)). Information about the department or project can also be found on the AStA homepage.

You will be given the opportunity to present yourself personally before the election by the StuPa in its 5th session (on 20-23.03.2023). A written invitation with detailed information will be sent out after the application deadline.

Yours sincerely,

Your student parliament

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### General information

#### It opens:

- Working in the environment of the DSHS and deep insights into the university's political structures.
- Independent and flexible work
- Exciting projects and events on and beyond the campus

#### The following basic requirements are expected:

- Self-organised and independent work
- Willingness to cooperate and communicate as well as the ability to work in a team
- High level of personal commitment
- Ability to deal with conflict
- Reliability

#### Fixed components of the units are

- General support of the student body
- Critical examination of the university
- Compulsory participation in AStA meetings
- Representation of the AStA
- Ecological awareness and promotion of sustainability in the exercise of the department's activities
- Administrative tasks (processing emails, writing statements, etc.) and supporting other AStA officers as needed
- Joint organisation and implementation of AStA events, such as the bi-annual general assembly.
- Transparency of AStA work

Furthermore, the officers should stand up for respect, integration, participation and equal opportunities.

They are also expected to cooperate with the members of the student parliament (StuPa) and to exchange information between the two bodies regularly.

The workload is 9 hours per week on average. **A maximum of €450 per month will be paid as an expense allowance in the case of continuous payment.** If necessary, the settlement must be made via an electronic income tax card. Familiarisation with the tasks will be provided by arrangement.

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### Department of the Presidency

#### Responsibilities:

- The external representation of the AStA as the (university) political representation of interests of the student body and thus of the constituted student body.
- The internal organisation of the AStA, which includes:
  - Overview of the annual planning (short-term, medium-term, long-term goals).
  - Organisation and implementation of AStA meetings in cooperation with the AStA chair team
  - Permanent overview and coordination of the activities and tasks of the officers, as well as promotion of the exchange of information.
  - Advising contact person for AStA staff members
  - Responsibility for the implementation of team-building measures
  - Conducting regular feedback meetings with AStA departments/projects to support the set goals and tasks
  - Coordination of the AStA chairmanship team
  - Attendance at senate meetings (preparation and follow-up, as well as active participation)
  - Cooperation and exchange with the student parliament through participation in StuPa meetings
  - Ensuring a regular exchange with the university management regarding student concerns
  - Responsibility for ensuring that the student self-administration (AStA and StuPa) acts in accordance with the law and regulations.

#### What you bring with you:

- ✓ Knowledge of and interest in the political structures of the Sport University
- ✓ Confident appearance and willingness to deal with conflicts
- ✓ Trustworthiness
- ✓ Competence to solve conflicts in an objective and unbiased way
- ✓ Sense of responsibility
- ✓ Organisational skills

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### Department for Finances

#### Responsibilities:

##### Budget

- Preparation of the annual budget for the AStA and the semester ticket as well as the monthly interim balance sheets in accordance with the Higher Education Act (supplementary budget if necessary).
- Cooperation with the budget and cash audit committee, the cash management, the BsoFA, the semester ticket officer and the university administration

##### Personnel matters

- Dealing with the content of tax law and labour law with regard to the employees of the AStA
- Carrying out monthly personnel accounting
- Cooperation with all AStA officers and project leaders in the area of finance

##### Transparency

- Reporting and communication with the StuPa
- Ensuring proper bookkeeping
- Clear transparency of the budget and finances of the student self-administration with access for the entire student body in an easily accessible manner.

##### General

- Contact with insurance companies and banks
- Financial management of AStA events through preparation and follow-up as well as checking of invoices (especially during the AStA introductory week)
- Financial management of AStA events through preparation and follow-up as well as checking of invoices (especially AStA introductory week)
- Administration of AStA Service finances
- Exchange of information with the chair on the accounts and scope of work of AStA employees

#### What you bring with you:

- ✓ Good Excel skills
- ✓ Transparent working style
- ✓ Structuredness
- ✓ Sense of responsibility

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### **Department for Social Affairs, Queer Feminism & Antidiscrimination**

#### **Responsibilities:**

- Function as an active contact person and complaints office for all topics relating to social issues, queer feminism and anti-discrimination.
- Counselling and education on social issues for students and on problems and funding opportunities (housing shortage, BAföG, housing allowance, scholarships, flat-rate energy allowance, etc.)
- Promotion of social equality of opportunity and social sustainability as well as accessibility at the DSHS
- Addressing the topic of awareness and anchoring the topic in the AStA
- Coordinating the AStA awareness officers at AStA events and organising awareness training sessions
- Initiation of events and projects on the topics of anti-discrimination, queer feminism and social policy
- Addressing the causes, various forms and appropriate preventive measures of discrimination of all kinds in society and transferring them to and exposing them at the DSHS, including raising awareness among the student body
- Cooperation within the DSHS with the Equal Opportunities Commission, the Disability and Addiction Officers, the Family Service, any student initiatives and other appropriate bodies
- Forwarding concerns to the Studierendenwerk, Social Welfare Office, various counselling centres, student initiatives and other social alliances as well as universities
- Efforts to provide legal advice for DSHS students
- Organising the awarding of the student prize for exceptional student commitment

#### **What you bring with you**

- ✓ Empathy
- ✓ Communication skills
- ✓ Discretion
- ✓ Sense of responsibility
- ✓ Ability to deal with conflict
- ✓ Interest in all forms of social discrimination

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### Department for Public Relations & Transparency

#### Responsibilities:

- Transparent publication of student-relevant information via all available channels.
- Maintenance of the social media channels and the AStA website
- Accompanying and subsequent reporting and advertising of student-relevant topics and events
- Transparent processing and publication of the work of the AStA, the StuPa and other committees
- Updating the guide for first-semester students at the beginning of the semester for the first-semester bags
- Creation and coordination of a regular AStA publication
- Co-operation with other institutions and the university's press and marketing department
- Administration of the AStA showcase
- Contact with press institutions in consultation with the Chair's department (e.g. to communicate AStA announcements)
- Responsibility for press enquiries

#### What you bring with you

- ✓ Creativity
- ✓ Flexibility in terms of time
- ✓ Social media skills
- ✓ Basic journalistic skills
- ✓ Interest in design and media
- ✓ Basic knowledge of graphic design (e.g. with Canva)
- ✓ interest in (university) political issues

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### Department for Studies and Teaching

#### Responsibilities:

- Exchange with the Prorektorate for Studies and Teaching, contact with the Quality Improvement Commission and the University Commission for Studies and Teaching as well as the programme spokespersons and representatives of other DSHS bodies and committees.
- Developing and implementing own ideas for ways in which teaching can be better adapted to the wishes and needs of students.
- Contact person for student complaints about studies or teaching
- Creating support measures and information offers for students in areas relevant to their studies and being the contact person for topics such as writing an academic paper
- Critical examination of the existing evaluation processes and feedback systems for teaching
- Close exchange and cooperation with the Department of Politics
- Cooperation with regional, state and national associations, committees, student representatives, etc. as well as education policy associations and alliances, and participation in corresponding meetings or meetings (LAT-NRW, fzs)
- Addressing the issue of abolishing the restriction on attempts in examinations

#### What you bring with you:

- ✓ Communication skills
- ✓ Conflict skills
- ✓ Assertiveness
- ✓ Critical faculties
- ✓ Willingness to help
- ✓ Interest in political issues and structures within and outside the DSHS
- ✓ Interest in dealing with study documents



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### Department for Politics

#### Responsibilities:

- Contact person for students on hochschul-, educational and socio-political issues.
- Informing about, mobilising for and critically discussing hochschulpolitische issues at university, state and national level:
  - Study and examination regulations, admission, enrolment and examination modes
    - Hochschulfinanzierung, Bachelor's/Master's system, Landeshochschulgesetz
    - With the new Hochschulgesetz and other education laws
    - Promote improvements in learning and teaching conditions
- Organise/disseminate information opportunities, events, etc., and integrate political debate into student life (especially with upcoming elections such as the European elections in 2024)
- Disseminate information on current political events in cooperation with the Public Relations Department.
- Regular exchange with student representatives in bodies and committees within the DSHS.
- Promoting students' interest in university politics and commitment to the student body through media, information stands and events on the work of the AStA, StuPa, Senate, commissions and other opportunities to get involved at the DSHS.
- Planning, implementation and evaluation of AStA events with a focus on university politics
- Cooperation with regional, state and national associations, committees, student representatives, etc. as well as education policy associations and alliances, and participation in corresponding meetings or gatherings (LAT-NRW, fzs)
- Semi-annual, main responsibility for organising the students' general assembly

#### What you bring with you:

- ✓ Special interest in political topics and structures within and outside of DSHS.
- ✓ Communication skills
- ✓ Ability to deal with conflicts
- ✓ Willingness to familiarise yourself with university political issues

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### Department for Events and Culture

#### Responsibilities:

- Initiation, planning, implementation and evaluation of AStA events for the student body.
- Initiation of cultural events and integration of international students
- Supporting student events organised by students (student groups)
- Acquisition and coordination of AStA helpers at given events
- Organising and maintaining the AStA garage
- Advancing the efforts for a cultural semester ticket in cooperation with other universities in Cologne.

#### What you bring with you:

- ✓ Organisational skills & structured
- ✓ Communication skills
- ✓ Inventiveness & Creativity
- ✓ Ability to work in a team & leadership skills
- ✓ Sense of responsibility

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### Department for First Semester Students and International Affairs

#### Responsibilities:

- Contact person for first semester students and prospective students.
- Organisation and planning:
  - The introductory week (freshers week)
  - The freshman weekend
  - The continuing work with first-semester students Support with
- Managing and coordinating the first-semester tutors
- Maintaining contact with the student advisory service and the marketing department of the university as well as communication with cooperation partners
- Administration and inventory of department-related AStA material
- Close cooperation with the Department for Events and Culture
- The department forms a working group for International Affairs and is primarily responsible for the following points:
  - Supporting and integrating Erasmus and international programme students and foreign full-time students
  - Promoting encounters between international and national students (e.g. through events, project days, etc.)
  - Active contact and cooperation at university level (especially the International Office)
  - Addressing the issue of a tandem partner network at the DSHS in order to promote personal exchange as well as intercultural learning among students
  - Proactively approaching international students

#### What you bring with you:

- Creativity
- Ability to motivate
- Assertiveness
- Organisational skills
- Leadership skills
- Sense of responsibility
- Communication skills
- Intercultural competence
- Empathy
- Language skills (English fluent, other languages welcome)

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### General information on the calls for projects

#### It opens:

- Work in the environment of the DSHS and project-related work within the framework of the board.
- Independent and flexible work
- Exciting projects and events on and beyond the campus

#### The following basic requirements are expected:

- Self-organised and independent work
- Willingness to cooperate, communicate and work in a team
- High level of personal commitment
- Reliability and trustworthiness
- Own project initiative

#### Fixed components of all projects are:

- Project-related commitment to the student body
- Representation of the AStA
- Administrative tasks (processing emails, etc.) and demand-oriented support of other AStA officers
- Implementation of own projects and a high degree of initiative
- Transparency of AStA work
- Participation in AStA meetings on a voluntary, honorary basis  
→ Attendance is required for project-related agenda items and counts as working time.
- No voting rights in AStA meetings

Furthermore, the project leaders should stand up for integration, participation and equal opportunities and plan and carry out their work in a sustainable manner.

The average workload is 5 hours per week. **A maximum of €250 per month will be paid as an expense allowance via the lump-sum allowance for exercise leaders.**

The previous AStA staff members will be responsible for familiarising themselves with the tasks as agreed.

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### Project for Ecology

#### Areas of responsibility:

- Initiation, planning and implementation of events and projects at the DSHS on ecologically sustainable topics.
- Examination of ecological sustainability at the DSHS and initiation and continuation of appropriate measures in the following areas, among others:
  - Ecological sustainability in teaching, research and operations.
  - Sustainable cafeteria food
  - Waste avoidance/reduction
  - Climate protection
  - Mobility
  - Infrastructure
  - Dealing with animals
- Exchange with university staff and students as well as education about and awareness-raising for climate-friendly actions and thinking on and off campus
- Cooperation with projects such as the Sustainability Working Group and the Climate Neutral Sports University Initiative at the DSHS and other cooperation partners and organisations such as NEiS, Campus Noster, Sustainability Office, Climate Justice Movement, etc.
- Pursue current projects on the ecological use of resources (e.g. food sharing).

#### What you bring with you:

- ✓ Communication skills
- ✓ A strong awareness of sustainability
- ✓ Ability to criticise
- ✓ Basic knowledge in the field of ecological sustainability
- ✓ Inventiveness
- ✓ Organisational skills

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### Project for Sport and Health

#### Areas of responsibility:

- Organisation, design and control of the AStA AG operation (incl. programme booklet) under non-competitive, alternative aspects and consideration of marginal sports and inclusive sports (e.g. sports for the disabled).
- Initiation of cultural AGs (e.g. art, music, handicrafts)
- Creating health-promoting offers
- Administration and organisation of AStA language groups (application, acquisition of group leaders...)
- Work on and deal with the issue of university teams and participation in national and international championships (e.g. find out about financing possibilities, summarise selection procedures etc.)
- Drawing up an HSP-specific budget in cooperation with the Finance Department
- Acquisition of AG leaders
- Organisation and implementation of the AG presentation during the introduction week
- Representation of student interests and cooperation with Hochschulsport Köln, UniSport Köln and ADH (Allgemeiner Deutscher Hochschulsport)
- Networking with the Student Health Management (SGM)

#### What you bring with you:

- ✓ Communication skills
- ✓ Inventiveness
- ✓ Organisational skills