

## Call for applications: student assistant Student Welcome Center

**Application deadline: Friday, 4<sup>th</sup> August 2023, 11:00 am.**

**Application: <https://calls.akbild.ac.at/calls/STMA23/>**

The Student Welcome Center is looking for a student assistant for the academic year 2023/24 to support the orientation programme for first-year students and to contribute to the platform Vielfalt/study information platform Kiosk. The call for applications is addressed to students (BA, MA or Diploma) of the Academy of Fine Arts Vienna.

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### Qualifications:

- Very good knowledge of the procedures for applicants and first-year students.
- Experience in organizing events
- Strong interpersonal skills and good communication skills
- Very good knowledge of AkademieOnline
- Ready to work in a self-organized manner, structured approach to work
- Sensitivity for diversity, gender competence and anti-discriminatory competence
- Interest in digitalization in connection with studies at the Academy
- Confident handling of common IT applications (office, graphics, image and video editing)
- High affinity with social media applications for the target group "people interested in studying".
- Very good knowledge of German and English, other language skills are an advantage
- Practical knowledge of living, working and studying in Vienna and Austria

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### Your tasks are:

- Preparing the welcome bags (beginning of September)
- Help for students during the enrolment period, especially September/October
- Participation in and support of the orientation programme for first-year students as well as other study information events
- Participation in the tasks and activities of the Student Welcome Center
- Communication and regular exchange with various people at the Academy
- Contributing to the editorial work for the study information platform Kiosk (text, video and image editing, input into CMS, etc.)

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### Formal requirements:

- A previous employment as a student employee at the Academy has to be at least 6 months in the past.
- Proof of enrolment for the current semester before the start of the contract.
- Proof of payment of the ÖH fee for the current semester before signing the contract.
- The studies may not be completed during the period of employment.
- It is not possible to simultaneously hold an additional position as a student employee at the Academy.
- Third-country nationals require an employment permit without labour market examination from the AMS before the start of the contract and the start of work:  
[https://www.formularservice.gv.at/site/fsrv/Resources/AMS/ABV/Antrag\\_BB\\_Studierende\\_K%C3%BCnstler\\_innen.pdf](https://www.formularservice.gv.at/site/fsrv/Resources/AMS/ABV/Antrag_BB_Studierende_K%C3%BCnstler_innen.pdf)

# A...kademie der bildenden Künste Wien

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What do you get out of it?

- Experience and insight into everyday university life, into diverse processes at the Academy on different levels (procedures of study information, orientation programme/start of studies, administration, etc.).
- Contact with many students and all first-year students

Payment is made by the Academy of Fine Arts Vienna. Students will receive a contract as a student employee with a monthly gross salary of **EUR 386.80** plus special payments for **6.5 hours per week from 1 September 2023 - 31 August 2024**.

The working hours can be arranged in consultation with the coordinator of the Student Welcome Center. Holiday and compensatory time are to be consumed by arrangement.

If you are interested, please submit your application consisting of curriculum vitae and letter of motivation including your first and last name, matriculation number as well as your field of study at the Academy, address, and information on your language and IT skills as a PDF file here:

<https://calls.akbild.ac.at/calls/STMA23/>

If you have any questions about the application, please contact Christina Fasching at the Student Welcome Center: e-mail: [studentwelcome@akbild.ac.at](mailto:studentwelcome@akbild.ac.at) phone: [+43 1 588 16-1205](tel:+431588161205)