



StuPa
Brandenburgische
Technische Universität
Cottbus - Senftenberg



StuPa
Brandenburgische
Technische Universität
Cottbus - Senftenberg

Call for Presentations from the Departments Student Council of the BTU Cottbus-Senftenberg

For the 2026/27 legislative term

Submitted by:

dated:
2026

Presidium Compiled by:

Student Parliament Version
Wednesday, October 7,

Announcement of the 2026/27 Student Council Election

From October 8, 2026, there will be a Call for applications for positions on the Student Council of the BTU Cottbus- Senftenberg for the 2026/27 term. The term of office is generally one year. Ten departments are open for application.

Departments	Positions
Department for Governing Body Affairs	one
Department for Mobility and University Policy	one
Department for Health, Environment, and Sports	two
Department of Culture and Public Relations	two
Department for the Sachsendorf Campus (campus-based)	one
Department for the Senftenberg Site (site-based)	one
Department for Diversity and Social Affairs	two
Administration Department	two
International Affairs Department	two
Finance Department	two

BTU students can apply online for positions in the departments until Thursday, October 29, 2026. The application form can be found at <http://www.stura-btu.de/>. Applicants may apply for only one position in a department. Please fill out and sign the application form and send it to office@stura-cottbus.de or praesidium@stupa-cottbus.de. Written applications must be received by 3:00 p.m. on Thursday, October 29, 2026. The application must include the following information:

1. The student's first and last name
2. The student's degree program
3. The student's address
4. The student's date of birth
5. The student's phone number and/or email address
6. Student's signature

Speakers will receive an expense allowance for their work.

On Monday, November 2, 2026, the candidacies will be announced to the university community.

The election will take place during the Student Parliament session beginning Tuesday, November 10, 2026, at 6:30 p.m. All members of the Student Parliament who are members at the start of the session are eligible to vote. Objections to the voter registry may be raised during the determination of a quorum at the parliamentary session. The result will be announced during the session.

The election will be conducted on the basis of individual candidacy; the results will be determined after each round of voting and published in the meeting minutes. The election is governed by the Student Body Election Regulations as amended on July 13, 2021, available at <http://www.stura-btu.de/downloads/satzungen-und-ordnungen/>

The Student Parliament aims to increase the proportion of students from Senftenberg on the Student Council and therefore expressly requests applications from suitably qualified and interested students.

Cottbus, October 7, 2026

Presidium of the Student Parliament of BTU Cottbus-Senftenberg

Department for Governing Body Affairs (one position)

The Department for Governing Body Affairs represents the interests of students at the university level. In doing so, it contributes to the fulfillment of the student body's duties pursuant to § 17 of the BbgHG, particularly in representing student interests within the university and supporting students in advancing their concerns.

A central focus of the department is the support, coordination, and networking of student bodies and representatives at the university. It serves as an interface between student councils, the campus departments, student members on faculty councils, the Senate, Senate committees, the Board of Directors of the Student Services Organization, and other bodies, as well as the Student Council and the Student Parliament. In doing so, the Department for University Policy supports student representatives in their committee work, promotes exchange between the various committees, and helps consolidate and disseminate information relevant to higher education policy. It represents the Student Council in other committees and at meetings with university representatives.

The department also serves as the point of contact for student initiatives and university groups on issues related to higher education policy and supports networking within the student body. Due to the thematic overlap, close coordination with the Department for University Policy, the Student Parliament, and the Student Vice Presidency is required.

In accordance with § 18(1) of the Student Body Bylaws, as amended on May 26, 2026, the assigned departmental committee must be informed monthly about the department's activities. Regular participation in Student Council meetings is expected.

The department's responsibilities, key areas of focus, and projects include, among others:

- Serving as a point of contact for questions regarding examination regulations and academic studies, in cooperation with the respective departmental student councils as needed
- Familiarization with the statutes and regulations of the Student Body, as well as their evaluation in collaboration with the Statutes Committee and the Student Parliament
- Familiarizing oneself with the bylaws of the departmental student councils and, where appropriate, providing assistance with their interpretation or revision
- Analyzing developments in higher education law as they relate to academic studies and teaching, as well as addressing fundamental or overarching issues regarding degree program and examination regulations—particularly regarding the evaluation of teaching at BTU—in cooperation with the campus departments

- Central coordination with the Student Vice Presidency, the deans' offices, the Senate, the Senate committees, the faculty councils, and the Board of Directors of the Studierendenwerk Ost:Brandenburg
- Participation in regular meetings with university administration and Student Services
- Coordination and liaison with the campus departments
- Planning and conducting roundtable discussions with the student council representatives, as well as other initiatives to strengthen the student body at BTU Cottbus-Senftenberg
- Supporting student initiatives and campus groups on issues related to university structure, in collaboration with the campus departments as needed
- Advising on, supporting, and, where necessary, conducting Student Council elections (in-person and online) in collaboration with the campus departments
- Organizing and managing the university-wide award for student engagement, as well as participating in the selection process for the BTU Teaching Award (e.g., as a jury member or in the search for jury members)
- Cross-departmental support

We are looking for

Committed, team-oriented students who are interested in the university's structures and processes, are familiar with the basics of office communication, and enjoy challenging, independent work. Prior experience working with people, a passion for networking, and strong communication skills are desirable. Basic knowledge of the structure of academic and student self-governance is required. **(Very) good written and spoken German and English are expected.**

Candidates should be able to convincingly demonstrate their motivation for applying and their potential plans following the election during an introductory session at the Student Parliament on election day.

Department for Mobility and University Policy (one position)

The Department for Mobility and University Policy represents students' interests at the state level and, where appropriate, at the federal level. In doing so, it assists in carrying out the duties of the student body in accordance with § 17 BbgHG, particularly in the areas of political education and participation in matters of higher education and science policy. This requires regular contact with the university administration and the Ministry of Science, Research, and Culture (MWFK). In addition, active dialogue with the Brandenburg Student Council (BRANDSTUVE) and with the student representatives at BTU is encouraged. The advisor serves as the point of contact for all higher education policy issues that extend beyond the university. Fundamental positions on higher education policy are established in consultation with the relevant student government bodies. Due to the thematic overlap, close coordination with the internal Department for University Policy, the Student Parliament, and the Student Vice Presidency is essential.

Another focus is on students' mobility and transportation needs. This includes, in particular, negotiating and managing the semester ticket—which must be done in close cooperation with BRANDSTUVE—as well as supporting other affordable and sustainable mobility options.

In accordance with § 18(1) of the Student Body Bylaws, as amended on May 26, 2026, the assigned departmental committee must be informed monthly about the activities the department has carried out. Regular participation in Student Council meetings is expected.

The department's responsibilities, key focus areas, and projects include, among others:

- Evaluation of teaching and the legal framework at the state level, as well as analysis of state-level legal developments affecting studies and teaching
- Orientation in the bylaws and regulations of the Student Body at BTU Cottbus-Senftenberg
- Cooperation with the Student Parliament regarding the student body's higher education policy interests
- Point of contact for higher education policy organizations and groups, as well as for the BTU representatives in BRANDSTUVE
- Cross-university networking and preparation of higher education policy information for student bodies (including the dissemination of information through BRANDSTUVE)
- Networking with university administration, the Senate, local decision-making bodies, and the MWFK in coordination with the Executive Board of the Student Parliament
- Active advocacy for political issues relevant to students (e.g., BAföG, student housing) in consultation with student bodies and affected stakeholders

- Planning and carrying out initiatives for political education and to strengthen political engagement among the BTU student body
- Negotiating and managing the semester ticket in collaboration with the Department of Finance, BRANDSTUVE, and the public transportation authorities; serving as the coordinator and point of contact for the semester ticket
- Strategic planning and coordination of key measures for affordable and environmentally friendly student mobility in collaboration with the Department of Health, Environment, and Sports
- Cross-Departmental Support

We are looking for

Committed, team-oriented, politically engaged students who are familiar with the basics of office communication and enjoy challenging, independent work. Basic knowledge of the structure of academic and student self-government is an advantage. Knowledge of Brandenburg's higher education landscape is required. A certain willingness to travel (within Brandenburg) is expected. In addition to a general interest in politics and engagement with state politics, a strong public presence is required for this mediating role. The advisor should be open to the ideas of the student body. **Good command of German as well as good knowledge of English are desired.**

Candidates should be able to convincingly demonstrate their motivation for applying and their potential plans after the election during an introductory round in the Student Parliament on election day.

Department Profile: Health, Environment, and Sports (two positions)

The Health, Environment, and Sports Department represents students' interests in sports and health at all levels of BTU Cottbus-Senftenberg and supports the promotion of environmentally conscious and responsible behavior among all members of the university. In the area of sports, this is achieved, among other things, through collaboration with the Central Office for University Sports (ZEH), the General German University Sports Association (ADH), and the university administration. Another key component is supporting and connecting the various environmental initiatives and launching new projects.

Since student interests are represented at all campuses, close cooperation with the campus departments is absolutely essential.

In accordance with § 18(1) of the Student Body Bylaws, as amended on May 26, 2026, the assigned departmental committee must be informed monthly about activities carried out. Regular participation in Student Council meetings is expected.

The department's responsibilities, key focus areas, and projects include, among others:

Sports

- Nursing and Further Development of sports programs for all locations of the BTU Cottbus-Senftenberg in cooperation with the campus departments
- Safeguarding and promoting the athletic interests of the student body
- Management of equipment and supplies for sports in collaboration with the campus departments
- Organization of the German University Cup (DHP)
- Support and advice on the planning and execution of sports tournaments or (charity) runs, in collaboration with the campus departments as needed
- Improving the infrastructure for the Central Office for University Sports and coordinating between ZEH and ADH
- Meetings with the coordinators of sports programs
- Developing creative solutions to promote and incorporate sports activities into events organized by the BTU or the student body

Health

- Implementation of measures to improve student health
- Collaboration with the BTU's student health promotion program
- Facilitating and promoting health and mental health counseling services for students

Environment and Sustainability

- Collaboration with BTU committees (e.g., evaluation of the EMS (Environmental Management System), EMAS certification (Eco-Management and Audit Scheme)), as well as participation in the Environment Working Group
- Processing of environmental grant applications in collaboration with the Department of Finance, as well as responsibility for the further development of the “Umwelteuro” grant program
- Measures to promote cost-effective, environmentally friendly mobility for students (e.g., bike-sharing), as appropriate, in collaboration with the campus departments and the Department for University Policy
- Raising awareness about a more sustainable lifestyle (e.g., thinking and acting locally, using regional products)
- Taking proactive measures to improve the environmental footprint and sustainability of the university, its members, and the student government (particularly with regard to consumption and mobility patterns)
- Support and guidance for student initiatives and projects related to the environment and sustainability
- Developing creative ideas for (sustainable) campus design in collaboration with the campus departments
- Maintaining and managing the GUMNO garden in collaboration with other student initiatives and university groups

General

- Cross-departmental support

We are looking for

Committed, team-oriented students interested in sports, health, and environmental issues who are familiar with the basics of office communication and enjoy challenging, independent work. An interest in health and environmental issues is essential for success in this Department. Knowledge of university sports programs and organizational structure is desirable; personal involvement in sports is an advantage. Furthermore, strong coordination skills are required. **Good German language skills are preferred; basic English skills are expected** to help integrate international students through the university's sports programs.

Candidates should be able to convincingly demonstrate their motivation for applying and their potential plans following the election during an introductory session at the Student Parliament on election day.

Department Profile: Culture and Public Relations (two positions)

The Department of Culture and Public Relations is responsible for the external representation of student self-government as well as for representing and promoting the cultural and artistic interests of the student body (Section 17(1), Sentence 4, Nos. 3 and 6 of the BbgHG). It ensures the transparency of student and academic self-governance and represents and promotes the cultural interests of the student body at BTU Cottbus-Senftenberg. In doing so, the Department assumes a coordinating role, works closely with students, student councils, student initiatives, and associations, and provides them with advice and support.

A key area of responsibility is the external communication of the work of the Student Council and the Student Parliament. This includes coordinating and implementing informational and promotional activities, maintaining the StuRa/StuPa website, and representing student self-governance in various media. At the same time, the department advocates for a diverse range of cultural offerings at the BTU and organizes and supports cultural events that appeal to the entire student body. To ensure that cultural offerings are maintained at all campuses, close coordination with the campus departments is necessary.

In accordance with § 18(1) of the Student Body Bylaws, as amended on May 26, 2026, the assigned departmental committee must be informed monthly about the activities the department has carried out. Regular attendance at Student Council meetings is expected.

The department's responsibilities, key areas of focus, and projects include, among others:

- Developing strategies for the external presentation of student self-government and providing information to the student body (including the website, newsletter, and Instagram)
- Managing the central social media channels and the website (uploading minutes and event schedules) and coordinating the cafeteria information screens in collaboration with the campus departments
- Supporting other departments in creating flyers and promotional materials, as well as increasing visibility for international students (in cooperation with the International Affairs Department)
- Collaborating with university and city media, and developing strategies to increase voter turnout (together with the Student Parliament/Student Council)
- Central coordination of the event organizers' roundtable and management of the university-wide events calendar
- Networking and collaboration with university and local cultural initiatives/associations (including OTIWO e.V., Bühne8 e.V., Lehmbau e.V., Blattwerk e.V., Netzwerk Kulturšok, and the Night Mayor) and the Student Services Organization
- Supporting the campus departments in coordinating, organizing, and promoting student cultural and sports events, as well as events designed to raise awareness of the StuPa and StuRa

- Providing advice on grant applications and cultural projects in collaboration with the Finance Department and the campus departments
- Cross-departmental support

We are looking for

Committed, creative, team-oriented, and interested students who are familiar with the basics of office communication and enjoy challenging, independent work. An open-minded attitude and experience with organizing meetings are helpful for fulfilling communication tasks. Due to the increased volume of writing and promotional work in German and English, we are looking for students who **have a very high level of proficiency in spoken and written German and at least a good command of English**. Knowledge of common graphic design or image editing programs such as Photoshop and InDesign is highly welcome. We require a confident demeanor and a passion for conveying verbal and visual content. Initial experience in public relations would be desirable.

Candidates should be able to convincingly demonstrate their motivation for applying and their potential plans after the election during an introductory round at the Student Parliament on Election Day.

Department Profile: Sachsendorf Campus Department (one position)

The Sachsendorf Campus Department is responsible for representing the campus, fostering collaboration, and addressing campus-specific issues at the Cottbus-Sachsendorf campus. It serves as an interface between the executive branch, the student government, and local student councils. In particular, the Campus Department coordinates and addresses the interests of students at the campus in relation to culture, project funding, sports programs, health, the environment, and collaboration with local initiatives, associations, and student councils, which requires close cooperation with the respective subject-specific departments. Furthermore, the Department represents these interests for the campus in the BTU Student Council (StuRa) and in the university's governing bodies. To increase the Student Council's presence on campus, offering regular office hours there is advantageous.

Candidates must be proficient in German and should have at least a good command of English.

In accordance with § 18(1) of the Student Body Bylaws, as amended on May 26, 2026, the department must inform the assigned departmental committee on a monthly basis about the activities it has carried out. Regular attendance at the weekly meetings of the Student Council is expected. It is essential for the performance of the department's duties.

The department's responsibilities, key areas of focus, and projects include, among others:

- Serving as a point of contact for campus-specific concerns raised by students, student councils, local university groups, and initiatives
- Networking with institutions represented on campus (e.g., the Student Services Organization)
- Support and collaboration with the student councils (FSR) represented on campus (e.g., through a roundtable discussion), as appropriate, in cooperation with the Department of Culture and Public Relations and the Department of Campus Life and Academic Affairs
- Convening campus-specific StuRa meetings as needed, as well as coordinating with other Departments
- Developing measures to improve communication and cooperation among the campuses
- Conducting project consultations for campus-specific projects and identifying funding opportunities
- Coordinating, maintaining, and improving the infrastructure of local sports programs in collaboration with the Department of Sports, as well as ZEH and ADH
- Developing creative ideas for campus-specific public relations and improving the campus's visibility, in collaboration with the Department of Culture and Public Relations as needed

- Networking the campus with cultural stakeholders in the city or neighborhood to ensure the campus's visibility (e.g., "Bunte Welt")
- Support in planning and, where applicable, organizing cultural events and programs on campus (Kulturcampus Sachsendorf, Schneeflockenball, Campus Fest Senftenberg)
- Developing measures for (sustainable) campus design, in collaboration with the Department of Health and Environment as needed
- Monitoring and improving the Student Council's infrastructure on campus in consultation and collaboration with the Department of Administration

Cooperation and Division of Responsibilities

The campus departments work closely with the central departments of the Student Council and are primarily responsible for the **operational management and handling of campus-specific matters**.

The Department for Internal Committee Support is specifically responsible for the **overarching coordination, consolidation, and networking of university policy issues that span multiple campuses**. The campus departments ensure the direct flow of information and communication between the campuses and the central student self-government.

Campus-wide issues are addressed jointly with the Department for University Policy internally, as well as with the respective departments concerned.

We are looking for

Committed, team-oriented, and communicative students who are interested in working with students, student councils, and student initiatives, and who would like to work together with other department heads to promote the development of the campus.

Good knowledge of the campus structures and key contacts, as well as an interest in student self-governance, are desirable. Candidates should be willing to independently organize projects, address concerns, and mediate between different stakeholders.

A personal connection to the campus and a willingness to be regularly available on-site are particularly important for this role.

Candidates should be able to convincingly demonstrate their motivation for applying and their potential plans following the election during an introductory session in the Student Parliament on election day.

Department Profile: Senftenberg Campus Department (one position)

The Senftenberg Campus Office is responsible for representing, collaborating on, and addressing campus-specific issues at the Senftenberg campus. It serves as an interface between the executive branch, the student government, and local student councils. In particular, the Senftenberg Campus Department coordinates and addresses the interests of students at the Senftenberg campus in relation to culture, project funding, sports programs, health, the environment, and collaboration with local initiatives, associations, and student councils, which requires close cooperation with the respective subject-specific departments. Furthermore, the Department represents these interests for the Senftenberg campus in the BTU Student Council (StuRa) and in the university's governing bodies. To increase the Student Council's presence on campus, offering regular office hours there is advantageous.

Candidates must be proficient in German and should have at least a good command of English.

In accordance with § 18(1) of the Student Body Bylaws, as amended on May 26, 2026, the department must inform the assigned departmental committee on a monthly basis about the activities it has carried out. Regular attendance at the weekly meetings of the Student Council is expected. It is essential for the performance of the department's duties.

The department's responsibilities, key areas of focus, and projects include, among others:

- Serving as a point of contact for campus-specific concerns raised by students, student councils, local university groups, and initiatives
- Networking with institutions represented on campus (e.g., the Student Services Organization)
- Supporting and collaborating with the student councils (FSRs) represented on campus (e.g., through a roundtable), as appropriate, in cooperation with the Department of Culture and Public Relations and the Department of Internal University Affairs and Academic Studies
- Convening campus-specific Student Council (StuRa) meetings as needed, as well as coordinating with other Departments
- Developing measures to improve communication and collaboration among the campuses
- Conducting project consultations for campus-specific projects and identifying funding opportunities
- Coordinating, maintaining, and improving the infrastructure of local sports programs in collaboration with the Sports Department, as well as ZEH and ADH
- Developing creative ideas for campus-specific public relations and improving the campus's visibility, in collaboration with the Department of Culture and Public Relations as needed

- Networking the campus with cultural stakeholders in the city or neighborhood to ensure the campus's visibility (e.g., "Bunte Welt")
- Support in planning and, where applicable, organizing cultural events and programs on campus (Kulturcampus Sachsendorf, Schneeflockenball, Campus Fest Senftenberg)
- Developing measures for (sustainable) campus design, in collaboration with the Department of Health and Environment as needed
- Monitoring and improving the Student Council's infrastructure on campus in consultation and collaboration with the Department of Administration

Cooperation and Division of Responsibilities

The campus departments work closely with the central departments of the Student Council and are primarily responsible for the **operational management and handling of campus-specific matters**.

The Department for University Policy (internal) is specifically responsible for the **overarching coordination, consolidation, and networking of cross-campus higher education policy issues**. The campus departments ensure the direct flow of information and communication between the campuses and the central student self-government.

Issues affecting multiple campuses are addressed jointly with the Department for University Policy and the relevant departments.

We are looking for

Committed, team-oriented, and communicative students who are interested in working with students, student councils, and student initiatives, and who would like to work together with other department representatives to promote the development of their campus.

Good knowledge of the campus structures and key contacts, as well as an interest in student self-governance, are desirable. Candidates should be willing to independently organize projects, address concerns, and mediate between different stakeholders.

A personal connection to the campus and a willingness to be regularly available on-site are particularly important for this role.

Candidates should be able to convincingly demonstrate their motivation for applying and their potential plans following the election during an introductory session in the Student Parliament on election day.

Diversity and Social Affairs Department (two positions)

The Diversity and Social Affairs Department represents students' social interests at all levels. The department assists students in dealing with the Student Services Organization and government agencies and advises students on social issues. **Candidates must be proficient in German and English.** Proficiency in other languages is desirable.

In accordance with Section 18(1) of the Student Body Bylaws, as amended on May 26, 2026, the department must report monthly to its assigned departmental committee on the activities it has carried out. Regular attendance at Student Council meetings is expected.

The department's responsibilities, key areas of focus, and projects include, among others:

- Point of contact for social and financial concerns (supporting social projects, welcome grants for student parents, etc.)
- Point of contact and support for student parents
- Administration of the social fund, as well as announcing, accepting, and processing related applications
- Point of contact for students with disabilities or chronic illnesses in collaboration with the representative appointed under § 78 BbgHG
- Revising and maintaining the social regulations
- Processing of hardship applications
- Combating discrimination and promoting equality in collaboration with the Anti-Discrimination Officer (Section 77 BbgHG), the Equal Opportunity Officers, and the Equal Opportunity Council
- Supporting queer-friendly projects and advocates
- Collaborating with committees and organizations (e.g., Studierendenwerk Ost:Brandenburg, Monitoringstelle gegen Rechts, and Opferperspektive e.V.) to improve student life
- Facilitating and, where necessary, organizing legal counseling sessions
- Fostering networking among students through initiatives such as the BTU Buddy Project
- Participation in the Senate Commission on University Culture and the University Community, as well as in the Commission for Conflict Prevention
- Cross-departmental support

We are looking for

Committed, team-oriented students with an interest in social policy who are familiar with the basics of office communication, **are fluent in spoken and written German and English**, and enjoy challenging, independent work. Furthermore, the future staff member should be culturally open-minded. Due to the often difficult situations that the

staff member is confronted, this department requires particular empathy, friendliness, and good judgment of character.

Candidates should be able to convincingly demonstrate their motivation for applying and their potential plans following the election during an introductory round at the Student Parliament on Election Day.

Administration Department Profile (two positions)

The Administration Department coordinates the work of the Student Council, supports the work of the other department heads, and assists them with any questions they may have. Chairing and taking minutes at Student Council meetings are among the department's core responsibilities.

Candidates must be fluent in German and should have at least a good command of English.

In accordance with § 18(1) of the Student Body Bylaws, as amended on May 26, 2026, the department must report monthly to its assigned departmental committee on activities carried out. Regular attendance at the weekly meetings of the Student Council is expected. It is essential for the performance of the department's duties.

The department's responsibilities, key areas of focus, and projects include, among others:

- Chairing and taking minutes at Student Council meetings
- Distributing and relaying information between the Student Council, the Student Parliament, and the Student Vice Presidency
- Coordinating the other departments of the Student Council
- Monitoring compliance with data protection and occupational safety regulations
- Orienting new committee members to the work of the Student Council, as well as managing user accounts and providing IT support
- Maintaining the events calendar in collaboration with the Department of Culture and Public Relations and the campus departments
- Advising on proposals and ongoing projects in collaboration with the Finance Department, the Culture and Public Relations Department, and the campus departments
- Acting as a substitute for the office manager (handling emails and, if necessary, offering office hours)
- Managing the Student Council's archives and storage facilities
- Maintaining an inventory list in collaboration with the Finance Department
- Participating in the Bylaws Committee
- Cross-departmental support
- Maintaining and managing the website of the Student Body at BTU Cottbus-Senftenberg (StuRa-btu.de)

We are looking for

Committed, team-oriented students interested in administrative work who **are fluent in spoken and written German and have a good command of English**. Furthermore, prospective officers should have a general understanding of the responsibilities of the other Departments as well as the bylaws and regulations.

Candidates should be able to convincingly demonstrate their motivation for applying and their potential plans after the election during an introductory round in the Student Parliament on election day.

International Affairs Department Profile (two positions)

The International Affairs Department represents the social interests of international students at all levels. It provides advice on issues with an international focus (international students in Germany and German students who wish to study abroad). **Candidates must be proficient in English. Sufficient German language skills to actively participate in meetings are recommended;** knowledge of other languages is desirable.

In accordance with § 18(1) of the Student Body Bylaws, as amended on May 26, 2026, the department must inform its assigned departmental committee on a monthly basis about its activities. Regular attendance at the weekly meetings of the Student Council is expected.

The department's responsibilities, key focus areas, and projects include, among others:

- Serving as a point of contact for international students, particularly regarding social concerns, in collaboration with the Diversity and Social Affairs Department
- Increasing the visibility of student self-government among international students
- Ensuring communication between the student self-government and international students, e.g., by organizing or participating in the international roundtable
- Supporting international students in their integration into the university environment (e.g., improving the accessibility of student self-government structures for non-German-speaking students)
- Collaborating with the Department for Culture and Public Relations to organize international cultural events
- Collaborating and networking with international student organizations at BTU
- Collaboration with the International Relations Office (IRO) and other university administrative bodies on issues affecting the interests of international students
- Support the expansion international exchange programs at BTU (e.g., partnerships with international universities, EUNICE)
- Communication with student associations (e.g., Pakistani, Indian, ... student associations)
- Collaboration with the Administration Department and the Bylaws Committee to translate bylaws, regulations, and promotional materials
- Collaboration with the Department for Diversity and Social Affairs, Opferperspektive e.V., and other organizations to provide counseling to victims of racial discrimination or violence

- Developing formats to improve foreign language learning and collaborating with the Central Language Office
- Cross-departmental support

We are looking for

Committed, team-oriented students with an interest in social policy who **are fluent in spoken and written English** and enjoy challenging, independent work. Knowledge of German is generally desirable but not essential. Furthermore, the future staff member should be culturally open-minded. Due to the often difficult situations the staff member will face, this department requires particular empathy, friendliness, and good judgment of character. To meet our international standards, knowledge of additional languages is desirable.

Candidates should be able to convincingly demonstrate their motivation for applying and their potential plans following the election during an introductory session at the Student Parliament on election day.

Finance Department Profile (two positions)

The Finance Department is responsible for the student body's finances. It represents the student body in financial matters vis-à-vis third parties. The duties are further regulated in § 5 of the Student Body's Financial Regulations, as amended on February 15, 2022. The department head must be familiar with the bylaws and regulations. In addition to the prescribed duties, workshops on financial management should be offered to student clubs, departmental student councils, and interested parties. The Finance Department must work closely with the other departments of the Student Council, the Student Parliament, and the departmental student councils. **Excellent German language skills are required to understand the relevant laws and regulations for work in the Department.** Examples include: the Brandenburg Higher Education Act, the State Budget Regulations, the Tax Code, the Value-Added Tax Act, the Federal Travel Expenses Act, the HGB (Commercial Code), and the BGB (Civil Code).

Pursuant to Section 18(1) of the Student Body Bylaws, as amended on May 26, 2026, the department must report monthly to its assigned departmental committee on activities carried out. Regular attendance at Student Council meetings is expected.

The department's responsibilities, key areas of focus, and projects include, among others:

- Advising on motions submitted by the student body in collaboration with the departments for culture and public relations, as well as for sports, health, and the environment, and the campus departments, and reviewing these motions
- Maintaining contact with university administration (regarding budget and legal matters)
- Budget of the student body monitor, draft, prepare the
prepare the corresponding annual financial statements and appoint an appropriate auditor
- Independently optimize processes (e.g., proposals for amending the financial regulations and project regulations in collaboration with the SaKo)
- Maintaining inventory lists in coordination with the Administration Department
- Supporting and advising the Student Council on projects and contracts
- Conducting financial audits and advising the student council committees on projects, budgets, contracts, and their annual financial statements
- Conducting an annual financial seminar for the student councils
- Processing bookkeeping entries and making bank transfers
- General personnel responsibility for Student Council staff, including managing the hiring process as needed
- Managing and coordinating Student Council staff, including documenting and evaluating workflows and conducting regular performance reviews
- Acting as a substitute for the office manager
- Processing payments for the semester ticket

- Cross-departmental support

We are looking for

Committed, team-oriented, and interested students who are familiar with the basics of office communication and enjoy challenging, independent work. Candidates must be willing to take on responsibility and place a high value on conscientious and precise work. In addition, negotiation skills and the ability to work well in a team—especially when collaborating with other department heads—are essential. Basic knowledge of accounting is also required; a relevant field of study would be an advantage. Knowledge of the legal framework is an essential prerequisite for the Finance Department to function successfully. **(Very) good German language skills are required, and English language skills are preferred.**

Candidates should be able to convincingly demonstrate their motivation for applying and their potential plans following the election during an introductory session at the Student Parliament on Election Day.