



Internal Job Vacancy

The [University Library's Community Management](#) team regularly has vacancies for

Student Assistants

Info-Point | University Library

(Reference number 3100-2026)

(up to [pay grade 2](#) TV-L, part-time: 5–10 hours per week).

Selection procedures take place at varying intervals. These are based on vacancies. Start dates are flexible.

Employment contracts are fixed-term in accordance with [§ 14\(2\) of the Part-Time and Fixed-Term Employment Act](#).

We will agree an individual number of hours with you depending on your availability.

Join our team at our newly opened co-working space in the heart of the university!

Your responsibilities will include:

- Staffing the information desk in the co-working space and/or in the reading room of the university-library
- Receiving and responding to simple enquiries from prospective students,
- current students and library users (via email, telephone or in person) in German and English
- Forwarding enquiries to the appropriate contact persons within Viadrina
- Receiving and issuing documents and items (including applications,
- theses, student ID cards, lost property, hardware, access cards)
- Simple maintenance tasks in the co-working space (keeping the kitchen clean) and in the library (shelving books, lost property)
- Supervising as part of a team and ensuring the proper use of various areas and workstations in the co-working space and the university library
- Forwarding information to support units (e.g. IT support, community manager, providers of self-catering stations)

Your profile:

- You have been a registered student at Viadrina for more than one semester and are familiar with the university and its procedures
- You have a good understanding of the range of courses, facilities and structures, enabling you to direct students to the right people and advise them on the next steps
- You are keen to provide information in languages other than your mother tongue
- You can communicate effectively in both spoken and written German and English
- You have some experience in customer service, are reliable, work accurately and are willing to ensure the Info-Point is staffed during opening hours as part of a team
- You are interested in long-term involvement in a motivated team

We offer you:

- Attractive pay with financial stability, regular pay rises in line with collective agreements and an additional annual bonus
- Company benefits (e.g. pension scheme via VBL, capital-forming benefits, Jobticket)
- Statutory annual leave plus days off on 24 and 31 December
- Flexible working and family-friendly working conditions [and much more ...](#)



Applications are accepted on an ongoing basis.

Please submit your details via the [online application form](#) (<< click here).

(Application data will be deleted immediately after the selection process has been completed.)

If you need help with the application process, please contact the team at the Applications Office by telephone on (+49) 335 5534 4522 or by email at bewerbung@europa-uni.de. Please email any enquiries regarding the position directly to the Community Management team: coworking@europa-uni.de

The Viadrina is actively committed to diversity and equality for all staff and strives to be a discrimination-free institution that welcomes and protects people of all backgrounds within the university community.

Further information on this can be found at: www.europa-uni.de/stellenangebote