



Administrative Employee (f/m/x) – International

WiSo Student Service Point

We are one of the largest and oldest universities in Europe and one of the most important employers in our region. Our broad range of subjects, the dynamic development of our main research areas and our central location in Cologne make us attractive for students and researchers from around the world. We offer a wide range of career opportunities in science, technology, and administration.

The WiSo Student Service Point is the central contact point for students and prospective students at the Faculty of Management, Economics and Social Sciences. Due to the Faculty's strong internationalization efforts, we aim to enhance our services for international students. We are looking for a part-time administrative employee (f/m/x) as soon as possible to staff the reception desk and telephone hotline.

YOUR TASKS

- » Providing information and processing requests for advice (primarily in English) and forwarding the students' requests in person, by mail or phone
- » Providing short information based on predefined FAQs for all WiSo Services, mainly in English
- » Issuing certificates and other documents, especially for international students
- » Office organization and other administrative support
- » Assisting with events and projects for international students

YOUR PROFILE

- » Successfully completed vocational training in the commercial or administrative sector (or a comparable qualification)
- » English skills (C2 level or native proficiency, both spoken and written), good command of German (at least B2) is desirable
- » Service-oriented mindset, teamwork skills, reliability, and willingness to learn
- » Experience with international students in a university setting is an advantage

WE OFFER

- » An international, open-minded team that fosters the exchange of ideas and perspectives
- » A diverse working environment with equal opportunities
- » Support in balancing work and family life
- » Extensive advanced training opportunities
- » Occupational health management offers
- » Flexible working time models

The University of Cologne promotes equal opportunities and diversity. Women will be considered preferentially in accordance with the Equal Opportunities Act of North Rhine-Westphalia (Landesgleichstellungsgesetz – LGG NRW). We also expressly welcome applications from all suitable candidates regardless of their gender, nationality, ethnic and social origin, religion, disability, age, sexual orientation and identity.

The position is available immediately on a part-time basis (27,88 hours per week). The position is to be filled for a fixed term until 31.12.2028. If the applicant meets the relevant wage requirements and personal qualifications, the salary will be based on remuneration group 9a TV-L of the pay scale for the German public sector.

Please apply online with proof of the required qualifications without a photo under: <https://jobportal.uni-koeln.de>. The reference number is TUV2503-10. The application deadline is 10.04.2025.

For further inquiries, please contact Ms Nicole Kienel (kienel@wiso.uni-koeln.de) and take a look at our [FAQs](#).