



# N e b e n j o b m a d e e a s y

WHAT YOU ALWAYS WANTED TO KNOW  
ABOUT PART-TIME JOBS IN GERMANY

# Nebenjob made easy

- **Reality of the German labour market**
  - Ali Karim and Christina Jung-Reckziegel, Employment Agency, Koblenz
- **Framework conditions (Aspects of tax law and law; Aspects related to residence status)**
  - [Eric Schreiber](#), Caritasverband Koblenz e.V. (Migration)
  - [Heather Kuchera](#), Koblenz University of Applied Sciences (Integration Assistant)
- **Applying to a German company**
  - [Susanne Ditzer](#), Koblenz Chamber of Industry and Commerce (Securing Skilled Workers/Welcome Center)
- **Support services and contact points for students**



# Nebenjob made easy

WHAT YOU ALWAYS WANTED TO KNOW  
ABOUT PART-TIME JOBS IN GERMANY



Download  
your handout  
in German or  
in English



# Reality of the German labour market

- Ali Karim and Christina Jung-Reckziegel, Employment Agency, Koblenz



bringt weiter.



LOTSENHAUS  
INTERNATIONAL

Agentur für Arbeit  
Koblenz – Mayen



**Bundesagentur für Arbeit**

Agentur für Arbeit  
Koblenz – Mayen

bringt weiter.

4 Punkte / 4 Points

- ❖ **Anmeldung Agentur für Arbeit / Registration Federal Employment Agency**
- ❖ **Arbeit finden / Find a Job**
- ❖ **Zugang Sprachkurs - Access language course**
- ❖ **Arbeitserlaubnis / Work permit**

# Anmeldung Agentur für Arbeit / Registration The Federal Employment Agency

- Anmeldung / Registration:  
<https://www.arbeitsagentur.de/vor-ort/koblenz-mayen>



**Ihren Wunschtermin online vereinbaren**

# Arbeit finden / Find a job - Unterstützung/ Support:

- Wo helfen wir? Where do we help? :
  - Arbeitssuche / **Job search**
  - Gutschein Bewerbercoaching / Voucher – Job coaching
  - B2 Berechtigung / B2 qualification
  - Weiterbildung Qualifikation / Further training / qualification
- Jobsuche / Job search:  
<https://www.arbeitsagentur.de/jobsuche/suche?angebotsart=1&was=Data%20Analyst%2Fin&wo=Koblenz%20am%20Rhein&umkreis=100>
- [https://web.arbeitsagentur.de/berufenet/beruf/138079#arbeitsmarkt\\_arbeitsStellenmarkt\\_jobangebote](https://web.arbeitsagentur.de/berufenet/beruf/138079#arbeitsmarkt_arbeitsStellenmarkt_jobangebote)

Weitere Infos/ Further information:

<https://www.arbeitsagentur.de/en>

# Zugang Sprachkurs / Access language course

- BAMF-Integrationskurs: Antrag/Application :
- Online Antrag / Online Application:
- <https://verwaltung.bund.de/leistungsverzeichnis/DE/leistung/99011002007000/herausgeber/LeiKa-574959/region/000000000000>
- Alternativen/ Alternatives :
- <https://www.make-it-in-germany.com/de/leben-in-deutschland/deutsch-lernen/deutschkurse>
- VHS: [https://www.vhs-koblenz.de/programm/sprachen.html?action%5B185%5D=category&cat\\_ID=485-CAT-KAT2089497#cnt](https://www.vhs-koblenz.de/programm/sprachen.html?action%5B185%5D=category&cat_ID=485-CAT-KAT2089497#cnt)
- Uni Angebote / University Offerings? Please ask!

## Arbeitserlaubnis / Work permit

- Erklärung zum Beschäftigungsverhältnis / Antrag

Application for employment :

[https://www.arbeitsagentur.de/datei/erklaerung-zum-beschaefdigungsverhaeltnis\\_ba047549.pdf](https://www.arbeitsagentur.de/datei/erklaerung-zum-beschaefdigungsverhaeltnis_ba047549.pdf)

Bitte beachten Sie, dass Sie während des Studiums nur zur Ausübung einer Beschäftigung von 20 Stunden pro Woche berechtigt sind.

Please note that you are only permitted to work up to 20 hours per week while studying.

Fragen? Question



# Kontakt/contact

**Ali Karim**

Arbeitsvermittler  
Migrationsbeauftragter  
EURES-Berater

## **Lotsenhaus International**

Rudolf-Virchow-Str. 11  
56073 Koblenz

Telefon:

0800 4 5555-00 (Arbeitnehmer) \*

0800 4 5555-20 (Arbeitgeber) \*

+49 261 405 405 (Lokale Rufnummer)

Montag - Freitag: 08:00-18:00 Uhr  
Dieser Anruf ist für Sie kostenfrei

## **Migra-Team:**

Koblenz-Mayen.126-Migrateam@arbeitsagentur.de



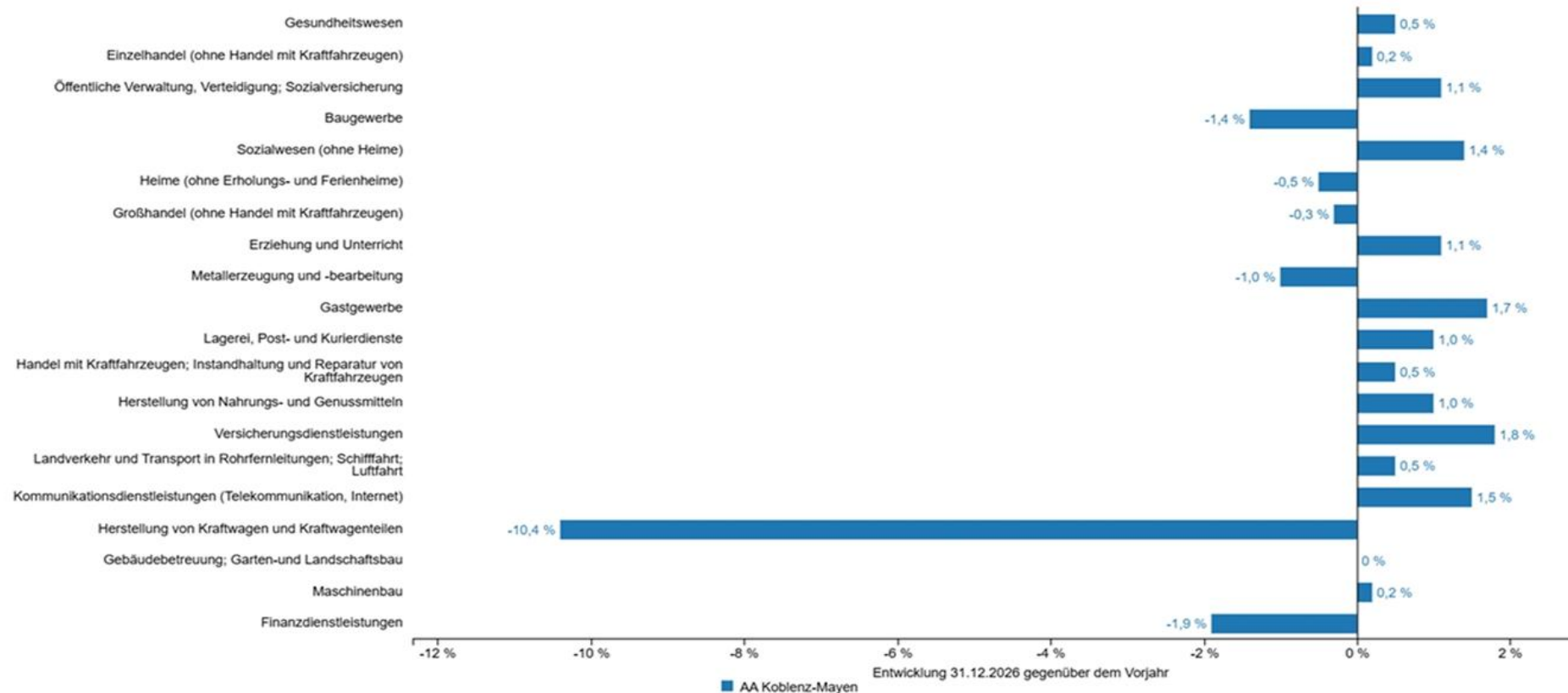
# The labour market in Koblenz-Mayen

- mainly small and medium-sized enterprises, but also some larger ones
- Top 3 sectors:
  1. Healthcare
  2. Retail
  3. Public Administration
- The labour market is currently changing
- Some sectors are currently experiencing a decline in employment, e.g. the automotive sector
- In some cases, there are also fewer advertised vacancies
- Mainly of interest for part-time jobs:
  - Catering
  - Retail
  - Part-time jobs for students

-> Knowledge of German is essential

# Labour market trends in Koblenz-Mayen

## Brancheneinschätzung Herbst 2025: Beschäftigungsentwicklung 2026 in den TOP-20-Branchen in Koblenz-Mayen



Datenquellen: lokale Expertise der Agenturen für Arbeit, eigene Berechnung.

# Types of jobs for students:

- Student Assistant-Jobs
  - Student assistant jobs at the University/ Hochschule
- Part-time Jobs
  - Regular monthly income
  - Income limit: currently €603 per month (€7,236 per year)
- Work-study position
  - During the lecture period: 20hrs./ week maximum
  - During lecture free period: more than 20hrs/week possible
  - No income limit
- Or up to 140 full days or 280 half-days per year without the approval of the Employment Agency
  - No income limit
- The following applies everywhere: the current minimum wage is €13.90 per hour.

# Job search: Job board of the Employment

1. **Agency:**  
<https://www.arbeitsagentur.de/jobsuche/>



1. go to [www.arbeitsagentur.de](https://www.arbeitsagentur.de)
2. What are you looking for?  
→ job -> Minijob (working time)  
→ or select working student
3. Enter place of work
4. Select a radius in km
5. Find places!

2. **Jobsuche**

3. Was suchen Sie?  z.B. Beruf, Stichwort, Refere

4. Wo suchen Sie?  ×

5. Umkreis

64 Ergebnisse in Koblenz am Rhein Suche speichern | Jobs per E-Mail

Listenansicht Detailansicht

**Filter**

- Veröffentlicht seit**
- Arbeitszeit**
  - Alle anzeigen 64
  - Vollzeit 30
  - Teilzeit 37
  - Schicht/Nacht/Wochenende 0
- Arbeitsort**
  - ↓ A-Z ↓ 9-1
  - Alle anzeigen 64
  - Koblenz am Rhein 33
  - Bendorf, Rhein 10
  - Winnigen, Mosel 8
  - Lahnstein 6
  - Bad Ems 5
  - Fachbach 2
  - Vallendar 2

Sortieren nach: **Relevanz**

1. [Praktikum \(m/w/d\) Denns BioMarkt - Koblenz dennree GmbH](#)  
Koblenz am Rhein (0 km)  Vollzeit  Unbefristet  
Vor 3 Tagen veröffentlicht
2. [Studentenjob ? \(w/m/d\) - Gastronomie BUHL Personal GmbH - Niederlassung Koblenz](#)  
Koblenz am Rhein (0 km)  Teilzeit  
Vor 4 Tagen veröffentlicht  Vor 3 Tagen bearbeitet
3. [Werkstudenten Large Language Model Operations \(LLM \(m/w/d\) Dr. Dienst & Partner](#)  
Koblenz am Rhein (0 km)  Teilzeit  
Vor 14 Tagen veröffentlicht

# More ways to look for a job:

- Posters in restaurants, cafés, bars, etc.
- Notices in shops
- Notices at the university
- Other online job boards, the university website

# Sources and useful links:

- **Employment Agency:** [www.arbeitsagentur.de](http://www.arbeitsagentur.de)
- <https://www.arbeitsagentur.de/bildung/studium/jobben-neben-dem-studium>
- [https://www.arbeitsagentur.de/vor-ort/datei/arbeitsmarkt\\_entwicklungen\\_chancen\\_herausforderungen\\_ba242157.pdf](https://www.arbeitsagentur.de/vor-ort/datei/arbeitsmarkt_entwicklungen_chancen_herausforderungen_ba242157.pdf)
- <https://www.arbeitsagentur.de/vor-ort/koblenz-mayen/statistik>
  
- **Job search: Job board of the Employment Agency**
- <https://www.arbeitsagentur.de/jobsuche/>

## Part-time jobs alongside your studies and social security contributions:

- **Make it in germany**
- [www.Make-it-in-Germany.com/de/](http://www.Make-it-in-Germany.com/de/)
- **Study in Germany:**
- [www.study-in-germany.com](http://www.study-in-germany.com)
- **Minijobzentrale:**
- <https://www.minijob-zentrale.de/DE/die-minijobs/studenten#doc69281539401de22f3aa2448abodyText2>
  
- **Minimum wage:**
- <https://www.bmas.de/DE/Arbeit/Arbeitsrecht/Mindestlohn/mindestlohn.html>

# Framework conditions

## Aspects of tax law and law

- [Eric Schreiber](#), Caritasverband Koblenz e.V. (Migration)
- **Aspects related to residence status**
  - [Heather Kuchera](#), Koblenz University of Applied Sciences (Integration Assistant)



ENGAGIERT FÜR MENSCHEN

Caritasverband  
Koblenz e.V.

## Migration Service

Specialised service of Caritasverband Koblenz e. V.

### DEPARTMENTS:

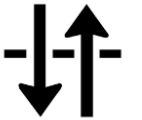
- COUNSELLING REGARDING THE ASYLUM PROCESS IN GERMANY
- FAIR PLUS
- IQ QUALIFICATION RECOGNITION COUNSELLING

**SUPPORT · ORIENTATION · INTEGRATION**





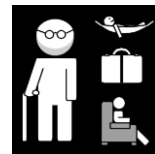
- Anyone who works in Germany needs a **tax identification number (Tax ID)**. You will receive this automatically by post a few weeks after registering your address.
- Income tax only has to be paid in Germany once the **tax-free allowance** (also known as the basic allowance) is exceeded (**2026: 12,348 Euros** for single persons).
- Not only **wages** count as income (e.g., rental income also counts...).
- Anyone who is **self-employed** or exceeds **the tax-free allowance** must file an **income tax return**. The internet portal "**Elster**" is available for this: [www.elster.de](http://www.elster.de)
- For individual case consultations, students must contact a **tax advisor** (subject to a fee).



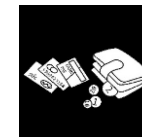
- Anyone who takes up a job must always be registered with the **social insurance system** by the employer. The working students will then be sent a **social insurance card/certificate**, which also contains the **pension insurance number**.
- People in **mini-jobs** can ask their employers to exempt them from **compulsory pension insurance**, which slightly increases their **monthly net income**. However, the contributions can become important for a **permanent residence permit**.  
*(Those who pay into the pension insurance for six months in the semester break)*

- **Forms of social insurance:**

- pension insurance
- health and long-term care insurance
- unemployment insurance



- Anyone who works **more than 20 hours per week during their studies** is covered through their job by **health and long-term care insurance** and is no longer covered by student health insurance or family insurance.
- A **private health and long-term care insurance policy** can then be cancelled. Please note: This does not apply to fixed-term jobs lasting up to three months.
- **Health insurance costs** are shared between employee and employer:
  - 14.6% basic insurance contribution rate
  - between 2.18% and 4.39% additional contribution, depending on the health insurance provider
  - maximum contribution: €1,018 per month



## Income tax (tax class 1, 2026)

### Taxable income (per year)

- €0 to €12,348
- €12,349 to €17,799
- €17,800 to €69,878
- €69,879 to €277,825
- from €277,826

### — Tax rate / type of taxation

- 0% (*basic tax-free allowance*)
- progressive tax rate from 14% to 24%
- progressive tax rate from 24% to 42%
- 42% (*top tax rate*)
- 45% (*so-called “rich tax” / highest tax rate*)

- **Pension insurance**

18.6% of gross income (9.3% each paid by employee and employer)

- **Health insurance**

Average of 17.5% (*split equally between employee and employer*)

- **Long-term care insurance**

4.2% (*split equally — having children can change this*)

- **Unemployment insurance**

2.6% (*split equally*)

## Calculation (example)

### Example:

If you have an annual income in total of  
**15,000**

€

*it is reduced by:*

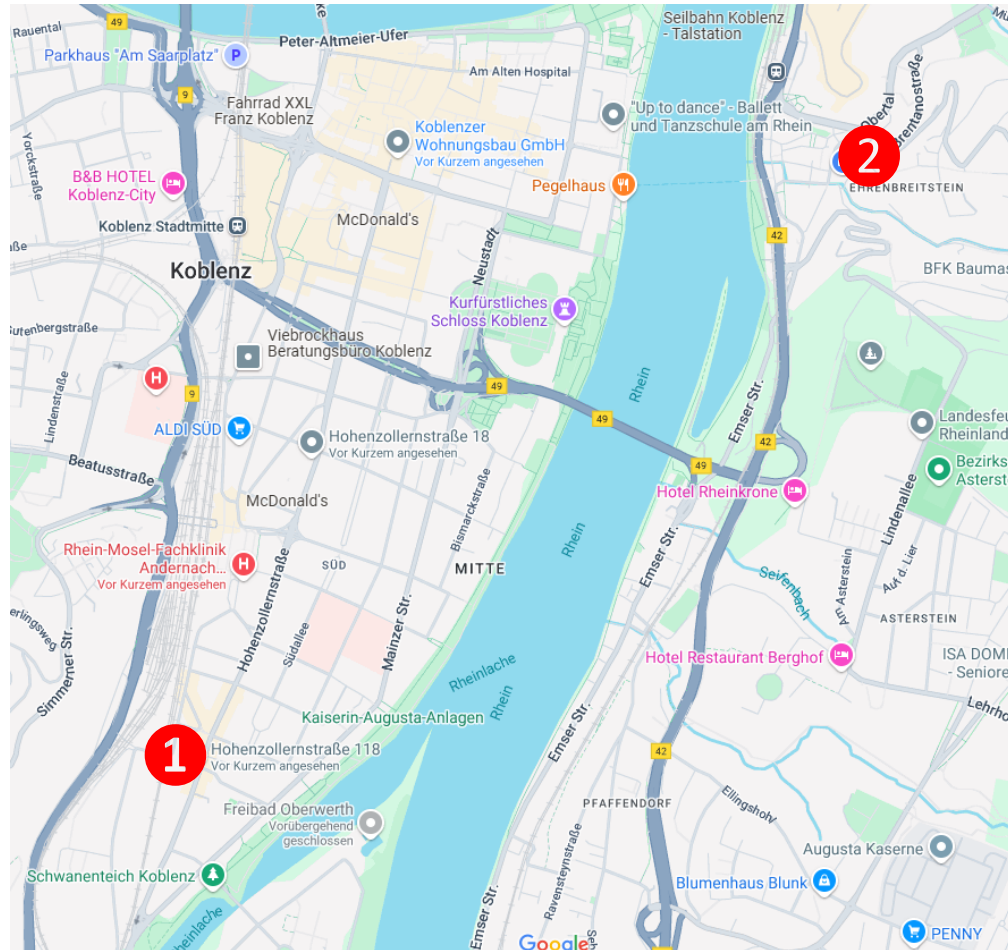
- *income tax of 16 %* € 2,400
- *pension insurance (9.3 % for employees)* € 1,395
- *health insurance (average 8.75 % for employees)* € 1,313
- *Long-term care insurance (average 2.1 % for employees)* € 315
- *Unemployment insurance (1,3 % for employees)* € 195

**Total deductions: 37.45% =**

**€ 5,618**

**Net earnings:**

**€ 9,382**



## Locations in Koblenz

**1 Caritasverband Koblenz - Zentrale**  
**Hohenzollernstraße 118**  
**56068 Koblenz – Südstadt**  
Monday – Friday 08:00 – 16:00 Uhr

**2 Caritasverband Koblenz - Außenstelle Migrationsdienst**  
**An der Kreuzkirche 5**  
**56077 Koblenz- Ehrenbreitstein**  
Monday – Friday 08:00 – 16:00 Uhr

As well as external consultation hours at **Lotsenhaus 2.0**  
and outside the city in **Weißenthurm, Bendorf,**  
**Andernach, and Neuwied.**

# International Relations Office (University) International Office (Hochschule)



Heather Kuchera

[kuchera@hs-koblenz.de](mailto:kuchera@hs-koblenz.de)

[hkuchera@uni-koblenz.de](mailto:hkuchera@uni-koblenz.de)

Integration Assistant

- Accommodation
- Visa and residence permits
- Immigration Office

# Aspects related to immigration status

- As a student in Germany on a student visa/residence permit, you are permitted to work 140 days (280 half-days) per calendar year
  - You are responsible for tracking your days and presenting them to the Immigration Office (*Ausländerbehörde*) if asked
  - Calendar year = January 1 – December 31
- Work as an academic assistant (*Studentische Hilfskraft/HiWi*) at the university or a university-affiliated organization do not count towards your allotted total
  - At the University/Hochschule, Studierendenwerk, Asta, etc.
  - Work must be academic in nature

# Aspects related to immigration status

- Two ways of calculating days worked. The **most favorable** version should be used:
  1. Up to four hours worked in a day =  $\frac{1}{2}$  day. Over four hours worked in a day = full day
  2. During lecture periods, up to 20 hours worked in a week =  $2 \frac{1}{2}$  days. During lecture-free periods, one week =  $2 \frac{1}{2}$  days, no matter how many hours worked
- Public holidays, vacation days and sick days do not count

# Aspects related to immigration status

- Internships:
  - Hours worked at a **mandatory internship** (*Pflichtpraktikum*) are considered part of your studies and are not counted in your allotted total
  - Mandatory internships are not subject to the statutory minimum wage
  - **Voluntary internships** (*freiwilliges Praktikum*) are counted towards your allotted working days, whether or not they are paid
- Self-employment (*selbstständige Tätigkeiten*) and fee-paid/consultant work (*Honorarbasis*) must be approved by the Ausländerbehörde
- Permission to work is stated on your supplementary sheet (*Zusatzblatt*) – do not lose this!

# Support services and contact points for students

- **Applying to a German company**
  - Susanne Ditzer, Koblenz Chamber of Industry and Commerce (Securing Skilled Workers/Welcome Center)



# How Job Applications and Working Life in Germany Work

Focus on Rhineland-Palatinate & the Mittelstand

# Welcome Center RLP

*Make it in*  
**Rheinland-Pfalz**

**WELCOME CENTER**  
Rheinland-Pfalz



For the business community, we are experts and the first point of contact for skilled immigration and integration



We bundle and coordinate programs and services for attracting and integrating skilled workers across Rhineland-Palatinate



We offer international skilled professionals guidance and support as they navigate their path to and their start in Germany



With our combined expertise, we are the leading experts in skilled immigration and integration in Rhineland-Palatinate



**Strong industrial base**

**Export-oriented economy**

**Dominated by SMEs  
(Mittelstand)**

**Major companies like ZF,  
Debeka, United Internet AG,  
GLOBUS**

## **MAIN INDUSTRIES**

- Manufacturing & Industrial Production (mechanical engineering, automotive suppliers, metal processing)
- Logistics & Transport (Rhine corridor, highways, warehousing, supply chain)
- IT & Digital Services (software, cybersecurity, business IT) Healthcare & Medical Technology (hospitals, care sector, med-tech)
- Wine Industry & Food Production (wineries, beverage production, food processing)
- Tourism & Gastronomy (Rhine and Moselle tourism, hotels, restaurants)
- Skilled Crafts (Handwerk) (construction, electrical work, plumbing, automotive)
- Retail & Local Services (supermarkets, shops, banking, customer services)

often family-owned businesses, 10–500 employees typical  
long-term orientation and strong regional roots  
often world market leaders in niche products



The Mittelstand is the backbone of Rhineland-Palatinate's economy

- Only a small number of companies work entirely in English.
- In most SMEs, the working language is German.
- Internal communication, customer contact and documentation are usually in German.
- Many companies have international teams and employees from different countries.
- However, speaking German remains important for daily communication and career development.
- Colleagues are often supportive and willing to help if they see that you are making an effort to learn and use German.

You do not need perfect German to get started. But improving your German continuously will significantly increase your job opportunities and help you integrate into the workplace.

In difference to other countries:  
An application is proof of competence —  
not marketing!

Your documents need to be

- Structured
- Precise
- Evidence-based
- Formal in larger companies



## PROCESS

- Structured and mostly inflexible
- Online portal to upload your documents
- Several interview rounds
- HR department responsible for the process

## WHAT MATTERS

- documents as asked in the job offer
- Tailored cover letter if asked
- Certificates attached (only the most important ones)
- Professional communication – check twice at least!

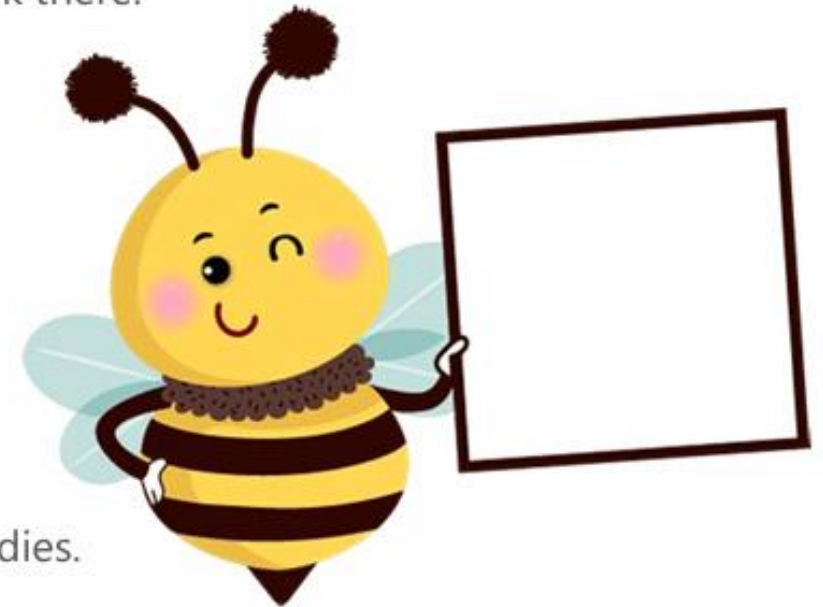
### PROCESS

- Faster decisions
- Personal contact important
- Sometimes informal application possible
- Walking in can work (for student jobs)

### WHAT MATTERS

- A clear and concise CV
- Try your best in German
- Showing genuine interest in the company
- A professional and friendly first impression
- Reliability and availability
- Following up by phone or in person can be appropriate

- **Research the Company**  
Show that you understand the business and explain why you want to work there.
- **Be Clear About Your Motivation**  
Explain what kind of job you are looking for and why you are interested.
- **Highlight Relevant Skills**  
Focus on transferable skills (e.g., communication, teamwork, reliability).
- **Adapt Your CV and Cover Letter**  
Tailor your documents to the company, even if no job is advertised.
- **Emphasize Flexibility**  
Mention your availability and willingness to work part-time alongside studies.
- **Mention Work Permit / Eligibility**  
Clarify that you are allowed to work in Germany (if applicable).



- **Efficiency & productivity** (focus on results, not time spent)
- **Clear structures & processes** (defined roles and expectations)
- **Respect for rules & regulations**
- **High quality standards** (attention to detail)
- **Professional distance** (less small talk in formal settings)
- **Work-life balance awareness** (clear separation of work and free time)
- **Independence** (expected to work autonomously after onboarding)
- **Preparation & organization** (meetings are structured and purposeful)
- **Honesty & transparency** (feedback is straightforward)
- **Long-term thinking** (sustainable decisions over quick wins)



## **BE PROACTIVE – MITTELSTAND RARELY ADVERTISES ALL JOBS**

Many small and medium-sized enterprises (SMEs) hire informally. Send initiative applications, visit in person, and use local networks (university contacts, job fairs, LinkedIn).

## **ADAPT TO GERMAN APPLICATION & WORK EXPECTATIONS**

Use a structured CV, a tailored cover letter, and clear communication. Show reliability, punctuality, and that you understand German work culture.

## **SHOW VALUE AND FLEXIBILITY**

Highlight practical skills, language abilities, and willingness to support where needed. Emphasize your availability and legal right to work.

---

## KONTAKT

Susanne Ditzer

Tel.: 0261 106-283

[ditzer@koblenz.ihk.de](mailto:ditzer@koblenz.ihk.de)



# **Support services and contact points for students**

# Support Services at the universität koblenz

weiter:denken



**Katharina Schmitt**

Projektkoordination FIT4SukCESS

Telefon: +49 261 287 - 1764

E-Mail: [katharinaschmitt\(at\)uni-koblenz.de](mailto:katharinaschmitt(at)uni-koblenz.de)



**Daniela Müller, M.A.**

E-Mail: [dmueller\(at\)uni-koblenz.de](mailto:dmueller(at)uni-koblenz.de)



**Employment Agency on  
Campus**

- CV / Application Document Check (German)
- Career Coaching (German & English)



**Job Portals**

- Support with Application Documents (German)
- Career Counseling (German & English)



- University Job Openings
- Stellenwerk (Job Portal)



# Support Services at the International Office

Support for your studies and career!

# Support for International Students

Support for starting your studies, daily student life,  
and career entry

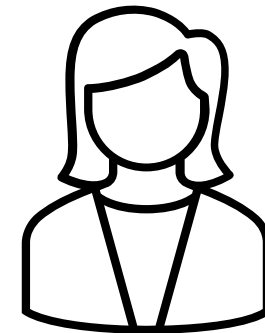
## Topics & Contact Persons:

- **German courses & academic preparation**
  - Franziska Hinterwäller
- **Resumes & Application Portfolio Review**
  - Nina Gelhard
- **Internships, part-time student jobs, theses & career entry**
  - Alina Scharrenbach
- **Academic planning & general advising for international students**
  - Fanny Bazin

# Support for International Students

## Support among other things:

- Starting your studies & orientation
- Applications & résumés
- Job search & internships
- Transition into the German job market
- Connecting with companies
- Language and organizational issues



# Alina Scharrenbach – StayKO

## Area of expertise:

Supporting international students in their transition from academia to the job market

## **Support for students**

- Advice on internships and part-time student jobs
- Support with thesis projects in collaboration with companies
- Assistance with starting a career in Germany
- Facilitating contacts with regional companies
- Support with job applications and career questions

Jetzt informieren:



## **Contact:**

- Room: K113
- Phone: 0261 9528 951
- Email: [scharrenbach@hs-koblenz.de](mailto:scharrenbach@hs-koblenz.de)

# Franziska Hinterwäller

## Area of expertise:

German courses and workshops to prepare for university

## **Support for Students**

- German courses before starting university
- Language preparation for university studies
- Support for the start of studies
- Workshops and orientation

Jetzt informieren:



## **Contact:**

- Room: HU24
- Phone: 0261 9528 286
- Email: [schnabl@hs-koblenz.de](mailto:schnabl@hs-koblenz.de)

# Nina Gelhard

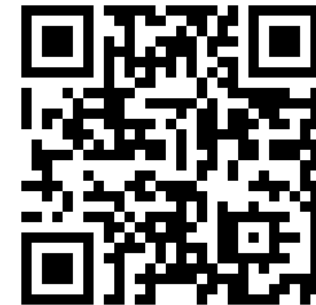
## Consulting Services:

Resumes, application portfolios & career preparation

## **Support for students**

- Feedback on application materials
- Resume optimization
- Assistance with applications and career questions
- Preparation for internships and career entry

Jetzt informieren:



## **Contact:**

- Room: HU24
- Phone: 0261 9528 285
- Email: [gelhard@hs-koblenz.de](mailto:gelhard@hs-koblenz.de)

# Fanny Bazin

## Area of expertise:

Academic planning, social services & general counseling

## **Student support**

- Assistance with organizational issues
- Buddy program & social events
- Orientation to daily student life
- Contact person for international students
- Support with intercultural exchange

Jetzt informieren:



## **Contact:**

- Koblenz Campus
- Tel.: 0261 9528 280
- Email: [bazin@hs-koblenz.de](mailto:bazin@hs-koblenz.de)

**If you have any questions,  
please feel free to contact us!**

**General Contact – Koblenz University of Applied Sciences**

Koblenz University of Applied Sciences  
Konrad-Zuse-Straße 1  
56075 Koblenz  
Phone: +49 261 9528-0  
Email: [info@hs-koblenz.de](mailto:info@hs-koblenz.de)  
Website: [www.hs-koblenz.de](http://www.hs-koblenz.de)

Jetzt informieren:

