Grow with us. Support excellent research.

IST Austria is a constantly growing international institute for conducting frontier research in the life, physical, and formal sciences, located in Klosterneuburg on the outskirts of Vienna. As employees of the administration and the Scientific Service Units, we strive to support IST Austria’s scientists in performing excellent research.

Academic Affairs Assistant (f/m)

Academic Affairs is a core administrative division that deals with the organization of academic life at IST Austria. It promotes excellence in science and in science administration and contributes actively to the collaborative spirit within the Institute. The Graduate School Office administers the PhD program and is a unit within the division. Are you interested in what your future work place may look like? This video provides a bird’s eye view of IST Austria.

Responsibilities

- Support the administration of the IST Austria Graduate School
- Assist with the processes for incoming and outgoing scientists and visitors
- Provide guidance for postdoctoral fellows and scientific visitors in organizational matters
- Organization and preparation of meetings and events
- Office management, database maintenance and compilation of documents
- Support multiple people in the division

Requirements

- Excellent written and interpersonal communication in English, good command of German
- Excellent knowledge of MS Office and ability to learn and adapt to new software
- Strong organizational skills and ability to multitask and prioritize
- Dynamic, friendly and helpful personality
- Several years of work experience in scientific or higher education environments is advantageous
- Higher education degree is advantageous (BSc or equivalent)
- Study or training period in English-speaking countries is advantageous

IST Austria

- Offers a challenging position in a dynamic and growing organization
- Supports learning and development
- Provides flexible working times and numerous fringe benefits
- Promotes an international and open culture
- Supports an appreciative and respectful work environment
- Values diversity and is committed to equality
- Free Shuttlebus for employees (Departing from Heiligenstadt, travel time: about 22 min.)

Apply now

To apply for this position please submit your application online at https://apply.app.ist.ac.at/

Please notice that this position is a temporary position for 1 year. We offer a minimum salary of EUR 2.100,-- gross/month with possible overpayment depending on education, qualification and work experience.