



Grow with us. Support excellent research.

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

Head of Graduate School Office

The Graduate School Office is a core administrative unit that deals with the organization of student life at IST Austria. It promotes excellence in graduate education and is responsible for student admissions and PhD program administration. Are you interested in how your future working place may look like? This [video](#) provides a bird's eye view of IST Austria.

Responsibilities

- Responsibility for the ongoing operations of our Graduate School: Administration of the full student life cycle (from application to graduation) & coordination of our PhD program
- Leading and developing a team of 5 specialists and budget responsibility for the Graduate School Office
- Further development and optimization of processes within the Graduate School Office to support the increasing number of students
- Oversight of the further development and management of our student life cycle and application software
- Interface to and support of the Dean in the further development of the Graduate School and its curriculum
- Preparing reports on the Graduate School activities for Management, Board and external partners
- Further establish an active network with universities and other institutions

IST Austria

- Offers challenging positions 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.) and free parking places

Requirements

- Academic degree (MSc or higher) and several years of work experience in academic administration
- Experience in process optimization and streamlining procedures
- Strong leadership experience in an international environment
- Strong organizational skills and proactive attitude
- Excellent written and interpersonal communication skills in English

To apply for this position send your application by e-mail to:

recruiting@ist.ac.at

We offer a minimum salary of EUR 4,400 gross/month (all inclusive), with possible overpayment depending on education, qualification and work experience. IST Austria processes your personal data in accordance with the statutory data protection regulations. For more information including your rights as a data subject please refer to our data privacy statement: <https://ist.ac.at/data-protection/>.

