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.

Librarian - Trainings & Projects
PART TIME (25H, LIMITED UNTIL 30.09.2020)

The IST Austria Library is responsible for providing information to our researchers as well as providing services to support scientific communication. Are you interested in how your future working place may look like? This video provides a bird's eye view of IST Austria.

Responsibilities
- Support project management in the library (further development of the publication database, implementation of proxy service, …)
- Develop and hold trainings (e.g. database) based on the needs of the research groups
- Planning, running and supporting library relevant events (e.g. together with FWF or trainings offered by library suppliers)
- Marketing for existing and new library services
- Document delivery, cataloging & other tasks in the library

Requirements
- Qualified library education
- Academic degree to understand the needs of our scientists
- IT knowledge, understanding of metadata formats is advantageous
- Very good command of English - German language skills are welcome
- Ability to work in a team
- Excellent communication skills and high level of service orientation

We offer a minimum salary of EUR 1,500 gross/month (25h/week), 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/.

To apply for this position send your application (including CV, certificates and references) by e-mail to: recruiting@ist.ac.at