Faculty recruiting & scientific quality assurance

Full Time - Permanent (40h/w)  |  Klosterneuburg (Vienna), Austria  |  € 3,200* gross/month

**IST Austria is growing. Grow with us!**

IST Austria is a constantly growing international institute for conducting frontier research in mathematics, computer science, life sciences & physical sciences. We recruit passionate professionals from across the world over all fields who support our goal of excellent research. Located within a beautiful campus on the outskirts of Vienna, we offer multiple opportunities for personal growth in a stable working environment. [Get an insight!]

**Your responsibilities**

 academic Affairs is a core administrative division that deals with the organization of academic life at IST Austria, organizes the entire faculty recruitment and is responsible for evaluations. It promotes excellence in science and in science administration and contributes actively to the collaborative spirit within the Institute.

- Coordination and administration of faculty recruiting – including assessment of applications, coordination of candidate visits, preparation and communication for committees, scouting of potential candidates
- Coordination of scientific evaluations – this includes the preparation of reports, dossiers and supporting evaluation panels
- Participating in quality assurance processes concerning scientific research
- Close interaction with faculty and Office of President at IST Austria and other administrative divisions

**Your profile**

- PhD in physics or chemistry and experience in basic scientific research are necessary as this position requires a deep understanding of international academic processes and standards
- Interest in sustaining and implementing high academic quality standards
- Excellent written and interpersonal communication skills in English, German language skills are a plus
- International experience, including an extended stay abroad, is an advantage
- Strong organizational skills and an independent way of working

To submit your application, please e-mail recruiting@ist.ac.at

* This position comes with possible overpayment depending on education, qualification and work experience. IST Austria processes your personal data in accordance with the law. For more information, please refer to www.ist.ac.at/data-protection.