PR-Expert with focus on Alumni and Internal Communications

Part Time (27 h/w)
Klosterneuburg (Vienna), Austria / Home Office possible
€ 2,626* gross/month (full time)

IST Austria is growing. Grow with us!

IST Austria is a growing international institute for conducting frontier research in mathematics, computer science, and the life and physical sciences. We recruit passionate professionals from all over the world and from all fields who support our goals of excellence in research and science management. Located on a beautiful campus on the outskirts of Vienna, we offer numerous opportunities for personal growth in a stable working environment. Get an insight!

Your responsibilities

The division Communication & Events at IST Austria strives to professionalize internal communications to meet the demands of the growing campus and to expand activities in the field of alumni relations to build up and maintain an active global network of our Alumni who are leaving IST Austria to pursue their careers within or outside Academia.

• Implementation of internal communication measures
• Development of an employee magazine: knowledge of editorial processes, creation and design
• Research and content creation for internal communication channels and for alumni
• Writing various texts, e.g. press releases, interviews, articles
• Building a network by pro-actively contacting IST staff and maintaining personal contact to scientists on campus and alumni
• Drive the alumni relations process from creating to maintaining relevant structures, processes and measures
• Organize alumni events and symposia on a regular basis

Your profile

• University degree in journalism (or a similar field)
• Training & work experience in public relations, journalism or communications
• High affinity towards science, work experience in a scientific institution advantageous
• Knowledge of media relations and the Austrian media landscape
• Ability to write texts to the point and to find an angle of interest for various audiences
• Excellent communication skills in English and German
• Enthusiastic communicator and networker with confident appearance aiming to build strong bonds between alumni and IST staff
• Result-orientation, creativity and problem-solving skills

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.