Courses and Curriculum Administration

Full Time (40h/w) – Limited until 31.12.2022
Klosterneuburg (Vienna), Austria / Home Office possible
€ 2,500* gross/month

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 Graduate School Office is a core 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. As part of our team you will be responsible for administering all components of the PhD curriculum and implementation of new student lifecycle database.

- Administer all components of the PhD curriculum and related events (courses, exams, progress reviews, graduation ceremony, etc.)
- Set up, manage and maintain the student lifecycle database, provide training and assistance for continuous improvement of the database
- Documentation and update of curriculum-related policies and processes
- Liaise with key faculty on curriculum planning and student supervision
- Provide reports to faculty and management (e.g. course evaluations, etc.)

Your profile

- Higher education (BA/BSc or equivalent) in any relevant field
- Work experience in an academic environment
- Experience with operating a student lifecycle database is an advantage
- High attention to detail, strong process orientation
- Strong time management, prioritizing and multitasking skills
- Excellent verbal and written communication skills in English
- High level of service orientation and ability to work well with internal or external stakeholders (e.g. university partners, faculty, students, etc.)

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.

Your benefits

- Education & training
- Cafeteria
- Childcare
- Free shuttle bus
- Multiple health offers
- Pension insurance