Student Recruiting & Admissions Support

Full Time (40h/w)
Klosterneuburg (Vienna), Austria / Home Office possible
€ 2,222* 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 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. In order to be prepared for the future growth of the institute, we are currently looking for a motivated, organized and service-oriented professional to support the Student Recruiting & Admissions team in organizational and administrative matters and various projects.

- Support the PhD student admissions process, including responding to applicant inquiries, assisting in the selection process, and organizing the student interview days
- Support student recruiting activities, such as the Student Open Day; online and offline advertising, running centralized scientific internship program
- Provide assistance in reporting on Graduate School-related topics (regular reports to Management, internal reports, etc).
- Participate in outreach activities, occasional international travel might be required
- Learn the student application management software to proficient user level

Your profile

- University degree
- 1-2 years work experience, ideally in academic administration
- High attention to detail, strong process orientation; ability to prioritize and deliver to tight deadlines
- International experience, including an extended stay abroad, is an advantage
- Very good MS Office skills particularly Word, Excel and PowerPoint
- Excellent written and interpersonal communication skills in English; knowledge of German is an advantage
- Ability to work both independently and as part of a team

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.