Job posting

Type of position
- ☒ administrative

Target group
- ☑ graduates
- ☐ post docs
- ☐ other

Title
Research Administrator Position (5 years, 25hrs/week) within the ERC Project DeVOTE

Institution
Department of Government, University of Vienna

Position
The role of a research administrator arises from the award of a 1.5 Mio Euro Starting Grant from the European Research Council (ERC) to Principal Investigator (PI) Ass.-Prof. Carolina Plescia hosted by the Department of Government of the University of Vienna. The grant is for a major research project on “The meanings of ‘voting’ for ordinary citizens, their causes and consequences” running from January 2021 to December 2025. The successful candidate will assist the PI throughout the duration of the project and play a crucial role in project administration, communication and dissemination activities.

Responsibilities
- Co-responsibility for daily operational, administrative and financial tasks for the project.
- Assistance with preparation of project reporting and/or deliverables.
- Co-responsibility for internal and external communication activities and outreach to the public.
- Co-organization of conferences and meetings, and – where appropriate – assist with selected research activities.
- Possibility of flexible working hours (e.g., core hours with flexible start and finish times or reduction/extension of working time).
- Starting date: 1 January 2021 (or shortly afterwards).

Requirements
- BA or MA degree and/or 2+ years of administration experience.
- Advanced skills in Microsoft Word, Excel and PowerPoint.
- An excellent command of oral and written German language as well as a very good command of English.
- Experience in handling organizational, administrative and finance systems and tasks.
- Ability and willingness to work independently as well as in a larger team.
- Well-organised, detail-oriented and able to deal calmly
Experience with internal and external communication including via social media.
• Previous experience with web design computer applications (e.g., WordPress) is an advantage.
• Previous working experience in public and/or academic administration is an advantage.

Application procedure (deadline etc.)

Salary scheme of the University of Vienna: III b, 25.00 hours/week.

Applications including a letter of motivation and curriculum vitae (in English or German) should be sent electronically to devote.staatwissenschaft@univie.ac.at by 4 December 2020. Interviews will be held on 10 or 11 December 2020. Expected starting date is 1 January 2021 (or shortly afterwards).

Contact

For informal enquiries about this job, contact the PI, Ass.-Prof. Carolina Plescia via email: carolina.plescia@univie.ac.at.