Job posting

Type of position
☐ scientific
☒ administrative

Target group
☐ graduates
☐ post docs
☐ other

Title
Organisational Assistant
at the Dean's office of the Faculty of Chemistry,
Faculty of Chemistry, University Vienna

Institution

Position
Organisational Assistant
at the Dean’s office of the Faculty of Chemistry, Vienna Doctoral School of Chemistry

Reference number: 12894

The University of Vienna is home of newly founded Vienna Doctoral School in Chemistry (DoSChem). DoSChem is the largest doctoral training program in Austria focusing on the field of chemistry and closely related sciences by bringing together about 200 doctoral students and 50 principal investigators.

DoSChem managing team is looking for a support of an open-minded, motivated and creative team member.
For more information please visit our web page: https://doschem.univie.ac.at/

Extent of Employment: 20 hours/week
Job grading in accordance with collective bargaining agreement: §54 VwGr. IIIa with relevant work experience determining the assignment to a particular salary grade.

Responsibilities
- General administrative tasks in DoSChem (application, recruiting processes, finances)
- Logistical support for DoSChem events and activities
- Preparation and organization of school events (symposiums, conferences, etc.)
- General administration and organization of the students
- Administrative tasks as part of the international application process
- Assistance with budget monitoring
- Maintenance of the school's website
- Management of the school's social media channels
Requirements
- Available relevant work experience
- Very good computer skills
- Excellent knowledge of German and English
- Independent working style
- Organizational skills
- High level of oral and written expression
- Stress resistance, flexibility and commitment
- Ability to work in a team
- Experience in managing social media and/or websites is an advantage

General or vocational middle or higher school - Comprehensive computer user skills (MS Office) - Good knowledge of English and German - Experience in handling administrative tasks
- High level of written and oral expression (German and English)
- Organizational skills - independence - ability to work in a team - flexibility - resilience - readiness for further training
- Knowledge of university structures and processes or experience in university administration and experience in managing social media and/or websites is an advantage

Languages:
German:
Language level: Excellent knowledge
Importance: must
English:
Language level: Very good knowledge
Importance: should

Computer-Skills:
Type of computer skills: Basic Knowledge
Specified computer skills: MS Excel
Importance: must

Application procedure (deadline etc.)
Applications including a letter of motivation (German or English) should be submitted via the Job Center to the University of Vienna (http://jobcenter.univie.ac.at) no later than 28.03.2022, mentioning reference number 12894.

The University pursues a non-discriminatory employment policy and values equal opportunities, as well as diversity (http://diversity.univie.ac.at/). The University lays special emphasis on increasing the number of women in senior and in academic positions. Given equal qualifications, preference will be given to female applicants.

Human Resources and Gender Equality of the University of Vienna
Reference number: 12894
E-Mail: jobcenter@univie.ac.at
Privacy Policy of the University of Vienna
Contact

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