

The University of Vienna (20 faculties and centres, 178 fields of study, approx. 9.800 members of staff, about 90.000 students) seeks to fill the position from 01.04.2020 of a

Organisational Assistant at the Department of Sociology

Reference number: 10619

The Department of Sociology, a subunit of the Faculty of Social Sciences, combines scientific research and teaching at the University of Vienna. It is influenced by the tradition of the Viennese sociology focused on social problems, combining empirical studies of social diagnoses and sociological theories. The department announces a vacant administrative position providing support to two professorships (Culture and Knowledge, Urban Sociology). The position is limited to one year with the possibility of extension upon mutual agreement.

Duration of employment: 1 year/s

Extent of Employment: 40 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.

Job Description:

- General administration: Assistance and support in the coordination of the two international teams, correspondence (German/English), meeting preparation, travel and staff absence management, coordination of meeting dates and venues
- Research support: assistance in organising guest lectures, meetings and symposiums; administrative support for academic staff
- Project management and administration: Administration of the application, realisation and accounting of research projects; calculation and administration of project budgets
- Personnel recruitment and administration

Profile:

- Completed secondary school: higher secondary school (AHS); higher vocational school (BHS) or equivalent education
- Several years of relevant work experience in office management/organisation
- Experience in event and project management
- Extensive computer knowledge (MS Office)
- Profound knowledge of written and spoken English
- Business knowledge would be beneficial

- Excellent written and spoken communication skills
- High degree of social and communicative competence
- Organizational and coordination skills
- Ability to work independently, organising own workload, and as a member of a team
- Flexibility and resilience
- Openness for further training and education.

Knowledge of University structures and administration would be an advantage.

For further information please contact hanna.jurjevec@univie.ac.at

Languages:

Language	Language level	Importance
German	Very good knowledge	MUST
English	Very good knowledge	MUST

Computer-Skills:

Type of computer skills	Specified computer skills	Importance
Basic Knowledge	MS Office	MUST

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 22.03.2020, mentioning reference number 10619.

For further information please contact Jurjevec, Hanna Valentina +43-1-4277-49271.

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: 10619

E-Mail: jobcenter@univie.ac.at

[Privacy Policy of the University of Vienna](#)