

We are looking for a:

Junior Project Manager E³UDRES² m/f/d

Center for Research and Cooperation

 **3100 St. Pölten - Campus-Platz 1**

 **30-40h**  **immediately**

Apply now!

With more than 4,000 students in nine topic areas, the St. Pölten University of Applied Sciences is a key player in the Austrian higher education sector and one of the most important employers in the region. The St. Pölten UAS stands for unique creative possibilities as well as team-oriented collaboration and leaves room for individual development and personal growth.


Staff members also profit from our European network within the context of the University Alliance E³UDRES²! The University of Applied Sciences is constantly growing.

What you will be working on:

- You support the project lead and the team in the project management of E³UDRES² and other third party-funded projects
- You independently plan, organise, and document project meetings and board sessions (Board of Coordinators, Executive Board, Managing Board, etc.)
- You communicate with (inter-)national stakeholders including funding agencies and partner institutions
- You assume responsibility for subareas of reporting, especially in KPI recording and in the monitoring and controlling of milestones and deliverables
- You are involved in work packages (quality and evaluation) and help establish the E³UDRES² Association and the Future University think tank
- You screen developments in higher education politics on the alliance's strategic further development, and you act as interface to in-house organisational units of the St. Pölten UAS
- You coordinate student assistants, contribute hands-on to the organisation of events, and actively participate in international workshops and network meetings

What we expect from you:

- Completed degree (bachelor or master)
- Several years of professional experience in a university environment and in international project management
- Sound knowledge of the European Higher Education Area and interest in innovation in higher education
- Excellent German and English language skills (C1 level)
- High intercultural competence and communication skills
- Independent, structured, and solution-oriented working style

 Flexible working hours

 Remote Work

 More Leisure time

 Further training & Development

 Childcare

 International exchange

 Health promotion

More Benefits

What we offer:

- Long-term employment in a modern, flexible work environment at the St. Pölten University of Applied Sciences with various work opportunities (e.g., remote work, creative spaces, etc.) as well as numerous benefits and further trainings
- More free time for our staff: additional special leave days from 24/12 to 31/12 as well as on Good Friday
- Permanent contract in an innovative, open-minded, and internationally oriented environment
- A gross annual salary that takes your qualifications into account: at least **€ 39.200,-** (basis: 40 h/week) with flexi-time option (no core time) and comp time

For the St. Pölten University of Applied Sciences, the variety and diversity of its staff members is the key to innovation, success, and further development. We particularly welcome and give precedence to applications by qualified women, trans*, inter* and non-binary persons and persons with disability in case of equal suitability. We explicitly invite persons with a migration background to apply. We look forward to receiving your application!

Apply now!

We look forward to your application!

Your Recruiting Team St. Pölten
University of Applied Sciences

recruiting@fhstp.ac.at

Please submit applications exclusively
through our website.

**A place to collaborate.
A place to develop.**