

We are looking for a:

Specialist for
Research Institute
Management
f/m/d

3100 St. Pölten - Campus-Platz 1

30–40h

immediately

Apply now!

Department of Media and Digital Technologies

Institute of Creative\Media/Technologies

With nearly 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 are fully responsible for supervising and organising selected operational processes of the institute (e.g., independent planning and implementation of events, accompanying HR processes, creating evaluations, support in budgeting and project controlling, etc.)
- You act as an intermediary between various organisational units, and you are a central point of contact for internal and external requests
- You observe and analyse current trends on the national and international level which are relevant for the institute, and you derive relevant recommendations for action
- You support the researchers in organising internal projects and research projects (budget controlling, time and resources management)
- You coordinate the institute’s marketing activities, e.g., organisation of events, creating and updating informational materials and presentation documents, etc.

- You support the activities of the institute management in collaboration with other organisational units and represent the institute at internal and external events, where applicable
- You supervise and coordinate the [ICMT](#) administrative teams

What we expect from you:

- Completed master’s degree
- Several years of experience in administrative and organisational support, preferably in a scientific environment, and preferably in research or research management
- Ideally, experience in managing scientific processes and structures, and interest in applied research, teaching, and science
- Very good written and oral English skills and good MS Office skills
- Analytical thinking, ability to work independently, and excellent communication skills

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 **€ 57.400,-** a(basis: 40 h/week) with flexitime 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 Siences

recruiting@fhstp.ac.at

Please submit applications exclusively through our website.

A place to collaborate.

A place to develop.