



With currently 94,000 students and 9,500 employees, the University of Vienna is the third largest employer and the largest research and educational institution in Austria.

**Reference number 7722**

The Unit for Quality Assurance works with the University of Vienna to ensure a high standard of teaching, learning and research. It supports the continued development of the university's quality assurance system and the quality criteria, methods and controls that supplement this system. We offer you a challenging work environment with a high degree of individual responsibility. In addition, you will be involved in ongoing activities concerning quality assurance at the University of Vienna. We announce the position of an

## **employee at the Unit for Quality Assurance,**

from 1 September 2017 until 31 December 2020.

**Working hours:** 20 hours per week.

**Classification according to the Collective Bargaining Agreement for University Staff** [personalwesen.univie.ac.at/kollektivvertrag/mitarbeiterinnengruppen](http://personalwesen.univie.ac.at/kollektivvertrag/mitarbeiterinnengruppen) section 54, job group IVa (€ 2.492,40). In addition, professional experience gained during your career may determine the job's classification and salary.

### **Your responsibilities include:**

- Planning and conducting surveys in the field of social sciences
- Planning and carrying out evaluations and alumni surveys
- Qualitative and quantitative analyses and evaluations
- Preparing reports and presenting results

### **Successful candidates should have the following qualifications:**

- A completed degree from a social science degree programme (diploma or master's programme)
- Professional experience in the field of quality assurance and evaluation
- A structured and solution-oriented working method and the ability to work independently
- Very good IT skills (MS Office, SPSS) and an affinity for working with data
- An excellent command of German and English, both written and spoken

### **We look forward to receiving your application. Please submit the following documents along with your application:**

- Curriculum vitae
- Letter of motivation in German and English
- References and letters of recommendation, if available

### **Your application:**

Please send your application to the University of Vienna's Job Center ([jobcenter.univie.ac.at](http://jobcenter.univie.ac.at)) by 11 July 2017, including a letter of motivation and quoting the reference number 7722.

If you have any further questions about this position, please contact Michael Hofer: +43-1-4277-18010.

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