



With currently around 88,800 students and 9,900 employees, the University of Vienna is one of the largest employers in Vienna and the largest research and education institution in Austria.

**Reference number 10967**

The Unit for Quality Assurance supports the University of Vienna in its endeavour to ensure the highest level of quality in its research and teaching activities as well as in its study programmes. We are looking for a motivated colleague with a strong interest in quality assurance in the university context. We offer you a challenging assignment with high personal responsibility at an internationally recognized research university, starting from 1 September 2020 as

## Employee

**Extend of Employment:** 30 hours/week

**Duration of Employment:** till 31.08.2021

**Job grading in accordance with collective bargaining agreement:** \$54 VwGr. IVa (EUR 2.673,10 for a full-time employment) with relevant work experience determining the assignment to a particular salary grade.

### Job Description:

- Responsible participation in quality assurance procedures (e.g. evaluations, reviews)
- Independent research for reviewers
- Self-dependent creation of analyses and reports

### Profile:

- Completed higher education degree (at least Master or equivalent)
- Independent, structured and efficient way of working
- Very good social skills, ability and willingness to cooperate
- Very good command of written and spoken English and German
- Very good MS Office knowledge (Word, Excel)
- Advantageous are: relevant work experience (e.g. QM unit, Research service), understanding of heterogeneous scientific cultures, working knowledge of quantitative and/or qualitative methods

Applications including a CV and a letter of motivation (German and English) should be submitted via the Job Center to the University of Vienna ([jobcenter.univie.ac.at](http://jobcenter.univie.ac.at)) no later than 12 July 2020, mentioning reference number 10967.

For further information please contact Dr. Michael Hofer (T +43-1-4277-180 10).

---

The University pursues a non-discriminatory employment policy and values equal opportunities, as well as diversity ([diversity.univie.ac.at/en](http://diversity.univie.ac.at/en)). 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.