

SPACE FOR YOUR TALENT.



The world is changing at an ever-faster pace. At the Johannes Kepler University Linz, we work on technologies and the ideas of tomorrow on a daily basis. At the same time, we educate over 23,000 young people to meet the demands of today's job market. In short, we are Upper Austria's largest institution for education and research. Are you interested in being a part of shaping the future at Austria's most attractive campus university? We currently have a job opening starting October 4, 2021, for a:

Program Manager for a 20-hour/week position at the JKU Business School (limited to one year with an option to extend)

Job Reference Number: 4648

Job Duties:

- Manage JKU Business School programs
- Support program directors in all administrative areas of program implementation
- Liaison with the Admissions Office and the Office of Examination and Recognition Services
- Provide coordination service for the institutes involved in various programs
- Provide academic advising and support services for students
- Public relations and website support
- Take part in program quality management assessment (data collection/analysis)
- Provide the Studies Commissions with administrative support
- Provide academic advising in regard to credit transfer and admissions issues/questions

Your Qualifications:

- The successful candidate must hold a Diploma/Master's degree in Business Administration, Economics, Social Sciences, or Business Informatics
- Strong command of both German and English (level C1)
- Experience in university management systems
- Commitment, ability to work well independently and as part of a team

What We Offer:

- On the basis of full-time employment (40 hours/week) the minimum salary in accordance with the collective agreement is € 2,711.90 gross per month (14 x per year, CA Job Grade: IVa)
- Stable employer
- Attractive campus environment with good public transportation connections
- Educational and continual educational opportunities
- Paid lunch break
- Broad range of on-campus dining services/healthy meals (organic food at the cafeteria)
- Exercise and sports classes (USI)
- Employee events
- ...and much more

Application Deadline: September 8, 2021.

The Johannes Kepler University wishes to increase the proportion of academic female faculty and, for this reason, especially welcomes applications by qualified women. If applicants are equally qualified, a woman will be given preference for this position. The university welcomes applications from qualified applicants with physical disabilities. These applications will be given special consideration.

How to Apply:

Prospective applicants interested in the multifaceted position are requested to electronically send an application in adherence to the stated criteria together with the requested documentation via our online portal jku.at/application or to the Johannes Kepler University Linz, Department of Human Resource Management, Altenberger Straße 69, A-4040 Linz. Please include "Job Reference Number 4648" in your application.

Contact:

If you have questions, please contact: Mag. Katrin Mayrhofer-Schmirl, P +43 732 2468 3071,
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