



Modul University Vienna is seeking a Program Manager for our foundation and undergraduate program students. Under the leadership of the Head of Academic Office, the team is comprised of professionals responsible for planning implementing policies and procedures related to study programs. As key contact and liaison to students and faculty, Program Managers provide support and advice on all administrative and logistical issues and play a primary role in delivering a superior experience and learning environment.

Study Program Manager (m/f/d)

Full-time (40h/w)

Duties and Responsibilities:

- Foster and maintain excellent working relationships with stakeholders, such as faculty, students and staff.
- Provide administrative assistance and guidance with the implementation of various initiatives, programs and policies introduced by the faculty of MU.
- Ensure record-keeping is complete, consistent and transparent. This includes, for example, course scheduling, support with scholarship calls as well as preparation of conferences and meetings.
- Act as first point of contact with students, responding to queries by e-mail and/or in person. This comprises student counseling on questions related to the curricula and university procedures as well as ensuring smooth program on-boarding.
- Primary contact for support and training with the e-learning platform Moodle, as well as other tools in the field of academic technology.
- Degree auditing and performance analysis of students.
- Organize and streamline feedback and complaints.

Qualifying Skills and Abilities - Your profile:

- Excellent organizational skills and strong attention to detail.
- Proven analytical, planning, problem-solving and decision-making skills.
- Demonstrated ability to work under pressure on multiple projects, prioritize and meet deadlines with limited supervision.
- Must be stakeholder-focused, service-oriented and remain composed in the face of unforeseen issues.
- Experience in working with diverse, multi-ethnic groups desirable.
- Must operate with the utmost discretion, as highly confidential material is often discussed.
- Must exhibit compassion and tolerance in stressful situations.
- Demonstrated ability to work successfully in a group setting.
- Demonstrated spoken and written communication skills in English (native speaker desirable).
- Experience working with e-learning platforms such as Moodle and tech savviness.
- Experience working in higher education is an asset.
- Minimum education: Bachelor degree.
- Minimum experience: two years related work experience.

Modul University Vienna is an international private university owned by the Vienna Chamber of Commerce, the largest provider of private education in Austria.

Modul University Vienna offers cutting edge education (BBA, BSc, MSc, and PhD study programs) in the areas of international management, new media technology, public governance, sustainable development, and tourism and hospitality management. This year we are hosting students from 101 nationalities.

We Offer



International team



Training opportunities



Independent working environment



Additional information:

- This is a full-time position with 40 weekly hours.
- The position is initially limited to one year with possibility for extension.
- This position requires fixed working hours, Monday to Friday, 8:00-16:30 or 8:30-17:00.

We offer:

- A fantastic working environment in an international team
- Benefits such as an in-house canteen
- Room for personal and professional development

Compensation:

We offer a gross monthly salary of € 2,400 full-time basis. Please send your application including cover letter and CV to Ms Katrin Brückner via katrin.brueckner@modul.ac.at under the subject of "SPM2020".

MODUL University Vienna is an equal opportunity employer with a strong commitment to equality and diversity that does not discriminate based on disability, gender or gender expression, sexual orientation, age, social class, national origin, religion, ethnicity, race or color. We especially encourage qualified women and members of minority groups to apply and welcome all applications that can contribute to a diverse working culture.

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