

Modul University Vienna is an international private university owned by the British company Talents Squared Limited and the Vienna Chamber of Commerce and Industry. The university campus is located on Kahlenberg, a scenic hill with a spectacular view of the capital of Austria. Since 2007, Modul University Vienna offers cutting-edge education (BBA, BSc, MSc, MBA and PhD study programs) in the areas of international management, new media technology, public governance, sustainable development, and tourism and hospitality management.

## **Project Assistant (m/f/d)** **Full-time (40 h/w) in Vienna, Austria**

Modul University Vienna is seeking a project assistant who provides excellent service for the university's activities in the field of international campus & program development, industry consulting, continuing and non-degree education, and the start-up hub. We expect the jobholder to be a self-starter and deliver outstanding organizational support in an efficient, professional, and timely manner. She or he will take ownership for assigned tasks and have an ability to manage and juggle multiple areas of activity simultaneously. The candidate will report to the Managing Director of the business development unit at Modul University Vienna. The duration of the post is unlimited.

### **Your responsibilities**

- Devise, design and deliver innovative and powerful concepts, position papers and all other types of documents needed for the everyday project work
- Effective communication with partners, clients, and relevant stakeholders within and outside the university
- Own and perform project office tasks ensuring the smooth operation of the unit
- Support and optimize information and reporting systems for project management
- Work calmly under pressure and have a focus on attention to details
- Calculate business plans
- Research and analyses of benchmarks and key indicators
- Coordinate activities around the start-up hub

### **Your profile**

- Hold a first degree, ideally also a postgraduate qualification
- Work experience in project management or related settings
- Have excellent English and German language skills, additional languages are a plus
- Have excellent writing skills and enjoys compiling concepts in an academic but approachable style with a focus on the demands of the project partner
- Ability to build strong relationships with staff at all levels of the university and business partners
- Have excellent presentation and social skills
- Knowledge in graphic and visual design in the compilation of documents
- Knowledge of the functioning of an academic institution and the tertiary education landscape in Austria and internationally
- Knowledge of and interest in start-up ecosystems
- Valid work and residence permit in Austria

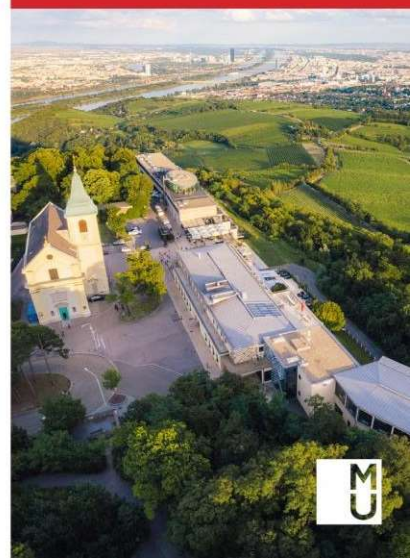
**AUSTRIA'S LEADING  
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PRIVATE  
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### **MU OFFERS**

-  Opportunities to work from home
-  Flexible working hours
-  International and dynamic team
-  Personal and professional development
-  Independent working environment



### Why join us?

- A challenging and varied job in a university looking forward to further expand its programs, research activities, and strengthen its position in the international university landscape
- Flexible working hours and a modern, spacious office workplace with an unbeatable view
- A supportive, international and multicultural working environment
- A gross annual salary of EUR 35,000 (full-time basis) with additional remuneration based on qualifications and experience

Please send your application including cover letter and curriculum vitae to [jobs@modul.ac.at](mailto:jobs@modul.ac.at) with the reference 2111PRAS and your availability, i.e., earliest start date, and salary expectations (in English; preferably a PDF file not exceeding 8 MB).

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Modul University Vienna is an equal opportunity employer with a strong commitment to equality and diversity that does not discriminate on the basis of, among other factors, age, color, disability, ethnicity, gender or gender expression, national origin, race, sexual orientation, or social class. We especially encourage women and people who belong minority groups to apply and welcome all applications that can contribute to a diverse working culture.

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