

Student Journey Advisor (m/w/d) **Full-time (40 h/w) in Vienna, Austria**

The Student Services & Admissions Team at Modul University Vienna is looking for a Student Journey Advisor.

Your responsibilities

- Plan, design and conduct activities with prospective and current students, and involved stakeholders, i.e., parents, relatives, agents, network partners families
- Develop, operationalize and conduct selected recruitment activities in accordance with and in collaboration with external partners
- Identify high quality leads and turn them into high quality students
- Process, review and admit students on an on-going basis in line with MU's guidelines, rules and regulations, and in close collaboration with the Deans
- Provide support and guidance with regards to student onboarding pre-arrival, i.e., housing and visa support
- Provide support, advice and guidance on extra-curricular activities, volunteer opportunities, health, counseling, support services
- Curate and manage MU Merchandise
- Contribute to producing reports on a prospective, admitted and enrolled students
- Manage and actively shape MU's profile in strategic networks (i.e., EUC, IACAC, CIS)
- Identify brand ambassadors for MU, guide and manage their activities
- Collect insights and information on the customer and use this information to enhance the customer experience
- Identify recruitment opportunities using data profiling and analytics

Your profile

- University degree or equivalent.
- Ideally a minimum of two years full-time relevant work experience, preferably in higher education or familiarity with a university environment.
- Strong organizational skills, proven ability to work independently, prioritize tasks and multitask.
- Proactive, agile and engaged attitude with a business & results-driven mindset.
- Effective planning and time management skills.
- Excellent verbal and written communication skills in English (at C-level) are a must and German are an asset.
- Secure user of MS 365 products.
- Valid work permit in Austria.

Why join us?

- A challenging and varied job at a private university which is looking to further expand its programs, research activities, and student numbers.
- Flexible working hours.
- An international and multicultural working environment.
- Positive working atmosphere.
- A gross annual salary of EUR 28,000 (full-time basis) with additional remuneration based on qualifications and experience.

AUSTRIA'S LEADING
INTERNATIONAL
PRIVATE
UNIVERSITY

Modul University Vienna is an international private university owned by the British company Talent 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 research and education in the areas of international management, data science, new media technology, public governance, sustainable development, and tourism and hospitality management.

MU OFFERS



Opportunities to work from home



Flexible working hours



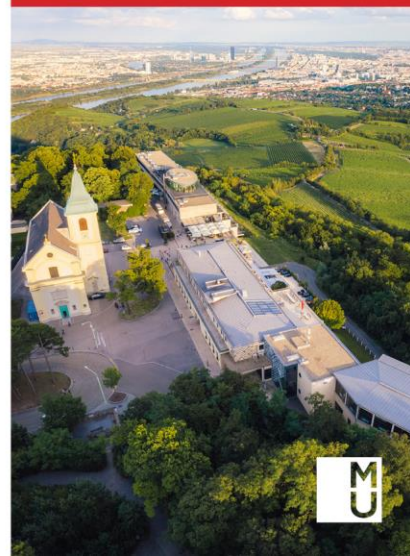
International and dynamic team



Personal and professional development



Independent working environment



Please send your application including cover letter and curriculum vitae, stating the reference "SJA1021" and your availability, i.e., earliest start date, and salary expectations to jobs@modul.ac.at (in English; preferably as a single PDF file not exceeding 8 MB).

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.

AUSTRIA'S LEADING INTERNATIONAL PRIVATE UNIVERSITY

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