

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.

Study Program Manager (m/w/d) **Full-time (40 h/w) in Vienna, Austria**

The Academic Office at Modul University Vienna is looking for a Study Program Manager.

Your responsibilities

- Collaborate with faculty and Deans involving course scheduling and preparation of course syllabi, record-keeping, support with scholarship calls and promotion of special program offers, as well as preparation of conferences and meetings
- Provide administrative assistance and guidance with the implementation of various initiatives, programs and policies
- Act as first point of contact with students to counsel and accompany students on questions related to the curricula and university procedures as well as to ensure the smooth program on-boarding and course registration
- Support external lecturers and onboard them
- Assist in the organization of the graduation ceremonies
- Implement best practices and standardize services across all programs in order to ensure consistency, effectiveness and compliance
- Support the implementation and development of MU's Erasmus and exchange program

Your profile

- University degree or equivalent (at least Bachelor's Degree)
- Relevant work experience (2+ years), prior work experience in managing a study program or in higher education desirable
- Experience in Erasmus+ and exchange programs desirable
- Excellent verbal and written communication skills in English; German is an asset
- Strong communication and interpersonal skills, able to work with international teams and stakeholders
- Demonstrated ability to work under pressure on multiple projects, prioritize and meet deadlines with limited supervision
- Proactive, agile, service-oriented and engaged attitude; strong attention to detail
- Secure user of MS 365 products
- Valid work permit in Austria

Why join us?

- A challenging and varied job in a university looking forward to further expand its programs, research activities, and student numbers;
- Flexible working hours;

**AUSTRIA'S LEADING
INTERNATIONAL
PRIVATE
UNIVERSITY**

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MU OFFERS



Opportunities to work from home



Flexible working hours



International and dynamic team



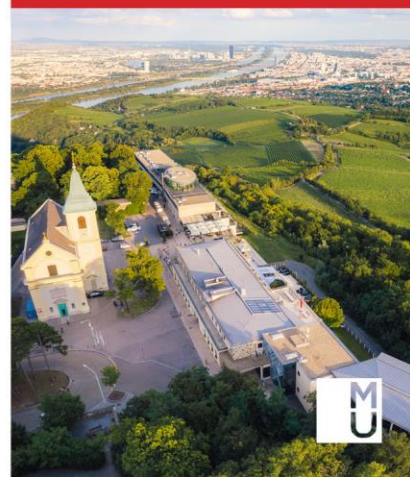
Personal and professional development



Independent working environment



Public transport ticket



- An international and multicultural working environment;
- Positive working atmosphere;
- A gross annual salary of EUR 32,500 (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, with the reference 202112SPM and your availability, i.e., earliest start date, and salary expectations (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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