



MODUL University Vienna is an international private university owned by the Vienna Chamber of Commerce and Industry, the largest provider of private education in Austria. 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/f)**

**full-time, 40h/week**

### **Your tasks**

---

MODUL University Vienna is seeking an outstanding candidate to provide administrative support for the university's Academic Office and administer the MSc, MBA and PhD study programs. The Academic Office is a busy hub where students, staff, internal and external faculty, and visitors gather to get answers to all their questions. Responsibilities include the planning of study programs with substantial administrative, academic, and programmatic responsibility. It involves collaboration with faculty members and program administrators in implementing curriculum and regulations to ensure the highest quality of course contents and programs to our students. This key position also includes assisting and/or managing a wide range of areas such as program marketing, correspondence, reservations, travel reimbursements, hosting visitors/guests, filing, updating the university website and online platforms, scholarship and grant management, and other tasks to facilitate the smooth operation of the Academic Office.

The ideal candidate has advanced interpersonal skills and the ability to work with diverse groups, especially a highly international student body. He/she is expected to provide excellent support to internal and external faculty members and to serve as the primary contact for students, providing responsive and efficient service in conjunction with a sales attitude. Additionally, this key position includes the supervision of graduate assistants.

The position has two hats as it reports to the Head of the Academic Office and Head of Library. Success is measured through teamwork, initiative, flexibility to change, excellent communication skills and strong service orientation. The position requires fixed working hours, Monday to Friday, 8:00-16:30 or 8:30-17:00.

### Your qualification and skills

---

- A minimum of two years full-time relevant work experience in office management or front-desk
- Advanced oral and written communication skills in English (native speaker desirable); basic knowledge of German is an asset
- Minimum Bachelor degree
- Proven ability to work independently, prioritize tasks, and multi-task
- Strong interpersonal communication skills
- Ability to work under pressure while providing a consistent level of customer service
- Service-oriented and customer-focused
- Maturity and strong work ethic
- Prior work experience at a university desired
- Office management skills

### We offer

---

- International team
- Workplace with an unbeatable view

The gross monthly salary for this position is € 2,200 (full-time equivalent, 14 pay periods as per Austrian law). Interested candidates should submit an electronic application (preferably one single pdf file) stating reference number **RAA18** including cover letter and curriculum vitae to [jobs@modul.ac.at](mailto:jobs@modul.ac.at).

*MODUL University Vienna is an equal opportunity employer with a strong commitment to equality and diversity that does not discriminate on the basis of 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.*