



We are 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.

Study Program Manager (m/f, 40h)

Your Responsibilities

- Administrative, academic and programmatic planning of study programs
- Collaboration with faculty members and program administrators in implementing curricula and regulations
- Correspondence with and hosting of visitors/guests including reservations, travel reimbursements, filing
- Updating the university website and online platforms
- Scholarship and grant management

Our Requirements

- 2+ years relevant work experience in office management or front-desk, prior work experience at a university desired
- Minimum Bachelor Degree
- Advanced oral and written communication skills in English (native speaker desirable), basic German
- Proven ability to work independently, prioritize tasks, and multi-task
- Strong interpersonal communication skill
- Ability to work under pressure while providing a consistent level of customer service

We offer a gross monthly salary of € 2,200 (full-time basis) with additional remuneration based on qualifications and experience. Please send your application including letter of motivation and CV to Ms. Ellen Padilla via jobs@modul.ac.at under the subject of "SPM2018".

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.

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 has been offering 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.

We offer

-  Professional work environment
-  International team
-  Training opportunities

