

The BOKU International Relations is currently seeking a

Coordinator for European Universities

project employment

(Reference code:163)

Extent of employment: 30-40 hours per week

Duration of employment: 1st of November 2026, limited to 31st of October 2028

Allocation in compliance with the Collective Agreement for University Staff to job group:
IVa

Gross monthly salary and pay grade in terms of collective agreement for university staff:
(for 40 h/week) € 3.450,30 (payable 14 times per year)

Responsibilities

- Strategic development and coordination of the European University Alliances
- Independent and autonomous management of substantive and strategic project objectives
- Communication with internal university organisational units (service units, administrative offices, departments, etc.) and external partners (ministries, universities, other stakeholders) in German and English
- Coordination of the BOKU EPICUR team and the researchers involved
- Supporting the Rectorate in strategic and project-related decisions
- Reporting to the university management (Rectorate, Senate, University Council)
- Representing the university within the alliance (project working groups) and relevant networks
- Project management and drafting of project proposals and reports
- Organisation of events (e.g. academic conferences)
- Travelling

Desirable skills and qualifications

- A university degree
- Experience in project management, preferably in international education projects
- Ability to work independently, in a structured and results-oriented manner
- Strategic thinking

- Basic knowledge of European and Austrian higher education structures and policies
- Strong organisational and communication skills
- An interest in digitalization and artificial intelligence
- Knowledge of university and international teaching and teaching development is an advantage
- Excellent written and spoken German and English

Applications can be submitted until: 26th of August 2026

University of Natural Resources and Life Sciences Vienna seeks to increase the number of its female faculty and staff members. Therefore qualified women are strongly encouraged to apply. In case of equal qualification, female candidates will be given preference unless reasons specific to an individual male candidate tilt the balance in his favour.

People with disabilities and appropriate qualifications are specifically encouraged to apply.

Publication date: 12th of August 2026

Closing date for applications: 26th of August 2026

Please send your job application incl.

- Motivation letter
- CV

to HR Management, BOKU University

Peter-Jordan-Straße 70, 1190 Vienna; E-Mail: recruiting@boku.ac.at. **(Reference code: 163)**

We regret that we cannot reimburse applicants travel and lodging expenses incurred as part of the selection and hiring process.

www.boku.ac.at