

The BOKU Core Facilities is currently seeking a

Scientific Coordinator of the BOKU Core Facilities

(Reference code 182)

Extent of employment: 40 hours per week

Duration of employment: 1st of October 2026 - unlimited

Workplace: 1190 Vienna, Muthgasse 11

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

B1 lit. b

Gross monthly salary: (depending on previous eligible experience) at least: € 5.014,30
(payable 14 times per year)

Responsibilities

- Scientific coordination and strategic further development of the BOKU Core Facilities in close cooperation with the Core Facility Management and the heads of the individual Core Facilities
- Acting as the central scientific and organisational interface between the Core Facilities, department managers, university management, and central service units
- Developing and harmonising governance structures, operating concepts, access and usage rules, pricing and cost-recovery models, quality standards, and cross-facility workflows
- Coordinating data-based monitoring and reporting, including annual reports, key performance indicators, utilisation, user and project data, financial and capacity analyses, objectives, surveys, evaluations, and decision documents for university management and committees
- Coordinating and further developing PPMS software as the central system for service booking, user and project management, documentation, reporting, and billing; supporting Core Facility teams and users in its consistent application
- Supporting strategic investment, budget, personnel, resource and capacity planning as well as the establishment, integration, reorganisation, and continuous organisational development of Core Facilities
- Initiating and coordinating interdisciplinary and cross-facility projects and collaborations; advising researchers on the integration of Core Facility services into research projects and funding applications

- Preparing, organising and moderating management meetings, boards, working groups, retreats, workshops, training activities and information events, including documentation, implementation monitoring and follow-up
- Planning and implementing internal and external communication and outreach activities, including website content, information materials, presentations, stakeholder communication, and measures to strengthen the visibility of the BOKU Core Facilities
- Co-establishing and scientifically and operationally coordinating the Austrian Core Facilities Network (ACFN), including governance development, strategic papers and recommendations, Steering Committee activities, focus groups, member communication, annual meetings, national and international networking, and coordinated dialogue with research institutions, ministries, and other relevant public stakeholders
- Representing the BOKU Core Facilities and the ACFN in national and international networks and at conferences; monitoring relevant developments and best practices and translating them into strategies, roadmaps, implementation projects, and funding initiatives

Required skills and qualifications

- Doctoral degree/PhD in Life Sciences
- Language skills: advanced in both English and German
- Broad scientific understanding of research infrastructures and of analytical, imaging, computational, and process-oriented technologies across the life sciences and related disciplines
- Relevant professional experience in a university or research organisation, preferably in the coordination or management of Core Facilities, research infrastructures, or comparable scientific service units
- Proven experience in independently managing complex strategic and organisational projects and in coordinating cross-unit and multi-stakeholder processes
- Strong analytical and conceptual skills, including experience with performance indicators, data analysis, management reporting, strategy development, and the preparation of decision documents
- Excellent communication, presentation, moderation, negotiation, and networking skills, with the ability to communicate effectively with scientific, administrative, and management stakeholders

- Highly structured, proactive, reliable and solution-oriented working style, strong organizational skills, team orientation, sound judgement, and the ability to manage several priorities independently
- Very good digital skills, including confident use of standard office, collaboration and data-analysis tools as well as databases or research-infrastructure management systems

Desirable skills and qualifications

- Experience with PPMS or a comparable Core Facility management, booking, reporting, and billing system
- Knowledge of university and research administration, including the legal and financial framework of Austrian universities, cost-recovery and pricing models, budgeting, procurement, and research funding
- Experience in quality management, process development, standard operating procedures, user agreements, and research data management in scientific service environments
- Experience in establishing or coordinating inter-institutional research-infrastructure networks
- Experience in organising scientific meetings, workshops, retreats and conferences as well as in science communication, website editing, and stakeholder-oriented communication
- Experience in preparing strategic concepts, policy recommendations, project proposals, and funding applications
- A strong service mindset, diplomatic skills, intercultural competence, and willingness to travel within Austria and internationally as required

Applications can be submitted until: 27th of September 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.

Please send your job application incl.

- Motivation letter
- CV
- 2 references

to HR Management, BOKU University, Peter-Jordan-Straße 70, 1190 Vienna;

E-Mail: recruiting@boku.ac.at. (**Reference code: 182**)

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

www.boku.ac.at