

The Rectorate of BOKU is currently seeking a

Project Manager for the European University Alliance EPICUR

(Reference code: 99)

Extent of employment: 20-30 hours per week
Duration of employment: 1st of June 2024, limited to 31st of October 2026

Gross monthly salary and pay grade in terms of collective agreement for university staff (payable 14 times per year): IVa, € 1.633,10 (for 20 h/week)

Responsibilities

- Independent autonomous processing of content-related and strategic project goals
- Communication with internal university units (service units, departments, etc.) as well as external partners (ministries, universities, other stakeholders in German and English)
- Coordination of the BOKU EPICUR team and organization of events
- Supporting the Rectorate in strategic and project-related decisions
- Reporting to the university management (Rectorate, Senate, University Council)
- Representation of the university within the alliance (project working groups) and relevant networks
- Project management and drafting of project proposals and reports
- Traveling

Desirable skills and qualifications

- Completed university degree
- Experience in project management, preferably in international projects
- Basic knowledge of European higher education structure and policies
- Independent, structures and result-oriented working
- High level organizational and communication competences
- Very good MS office skills
- High flexibility and resilience
- Very good written and spoken German and English skills

Applications can be submitted until: 27th of May 2024

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
- Desired extent of employment

to Personnel Management, University of Natural Resources and Life Sciences, Peter-Jordan-Straße 70,
1190 Vienna; E-Mail: recruiting@boku.ac.at. (Reference code: 99)

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

www.boku.ac.at

