

At the Faculty of Social Sciences (Department of Government) of the University of Vienna a

## Research Administrator Position (5 years, 25hrs/week) within the ERC Project DeVOTE

is vacant.

### Overview:

The role of a research administrator arises from the award of a 1.5 Mio Euro Starting Grant from the European Research Council to Principal Investigator (PI) Ass.-Prof. Carolina Plešcia hosted by the Department of Government of the University of Vienna. The grant is for a major research project on “The meanings of ‘voting’ for ordinary citizens, their causes and consequences” running from January 2021 to December 2025. The successful candidate will assist the PI throughout the duration of the project and play a crucial role in project administration, communication and dissemination activities.

### Job description:

- Co-responsibility for daily operational, administrative and financial tasks for the project.
- Assistance with preparation of project reporting and/or deliverables.
- Co-responsibility for internal and external communication activities and outreach to the public.
- Co-organization of conferences and meetings, and – where appropriate – assist with selected research activities.
- Flexible working hours (e.g., core hours with flexible start and finish times or reduction/extension of working time in any given week)
- Starting date: **1 January 2021** (or shortly afterwards).

### Your Profile:

- BA or MA degree and/or 2+ years of administration experience.
- Advanced skills in Microsoft Word, Excel and PowerPoint.
- An excellent command of oral and written German language as well as a very good command of English.
- Experience in handling organizational, administrative and finance systems and tasks.
- Ability and willingness to work independently as well as in a larger team.
- Well-organised, detail-oriented and able to deal calmly with deadlines.
- Experience with internal and external communication including via social media.
- Previous experience with web design computer applications (e.g., WordPress) is an advantage.
- Previous working experience in public and/or academic administration is an advantage.

**Duration of Employment:** 5 years (duration of the project) 25.00 hours/week

**Salary gross:** Salary scheme of the University of Vienna: III b, 25.00 hours/week

### Application:

Applications including a letter of motivation and curriculum vitae (in English or German) should be sent electronically to [devote.staatswissenschaft@univie.ac.at](mailto:devote.staatswissenschaft@univie.ac.at) by **4 December 2020**. Interviews will be held on **10 December 2020**. Expected starting date is **1 January 2020** (or shortly afterwards).

For informal enquiries about this job, contact the PI, Ass.-Prof. Carolina Plešcia via email: [carolina.plescica@univie.ac.at](mailto:carolina.plescica@univie.ac.at).