

The Department of International Development at the University of Vienna is seeking to fill the position of

1 administrative staff member

in the European Research Council (ERC) project [SHOCKAGE](#) starting no earlier than February 1, 2026.

The Department of International Development, a subunit of the Faculty of Social Sciences, focuses its teaching and research on the transdisciplinary analysis and reflection of global inequalities and the subject of “development.”

The project aims to shed new light on and improve understanding of the history of structural adjustment in the 1980s, an important turning point in recent contemporary history and, in particular, the “North-South conflict”.

Employment period: from **February 1, 2026**, at the earliest, to **January 31, 2028**, at the latest (The call for applications is for 24 months). The employment contract is initially limited in time and is automatically extended to a total of 24 months unless the employer issues a non-renewal declaration. In addition, there is the possibility of extension until the end of the project.

Working hours: 8 hours/week

Classification according to the collective agreement for university staff, salary group IIIa (gross monthly salary € 2,699.2 for a full-time equivalent of 40 hours), overpayment and crediting of previous work experience are possible.

Your tasks: As an administrative project assistant, you will work at the department on the ERC Starting Grant project SHOCKAGE, as part of Prof. Eva-Maria Muschik's team. Your tasks will include:

- Supporting the project management and project staff in the administrative and organizational implementation of the ERC project
- Independent planning, implementation, and follow-up of all administrative project tasks in consultation with the project management
- Supporting budget management and financial processing of the project in cooperation with the third-party funding and finance departments
- Preparing and assisting with financial and scientific reports (e.g., for interim and final reports)
- Coordinating and communicating with the funding agency
- Maintaining project documents and databases, including contract and personnel documents as well as invoices
- Supporting public relations and dissemination (e.g., website, newsletter)
- Support in coordinating and handling appointments, meetings, and project activities (e.g., project events and trips)

Your profile:

- Completed commercial or university education (e.g., HAK, FH, bachelor's degree in administrative sciences, management, social sciences, humanities, or similar)
- Very good written and spoken German and English skills (C1 level or comparable)

- Familiarity with university processes, guidelines, and administrative systems and tools (HR4U, SAP, u:cris)
- Familiarity with project management (including budget management, accounting, documentation, reporting)
- Ideally, experience with projects funded by the European Union (EU), EU guidelines, and tools (EU Funding & Tenders Portal)

Personal skills:

- Independent, careful, and structured approach to work
- High degree of reliability and sense of responsibility
- Ability to work in a team and good communication skills when interacting with project management, researchers, and administration
- Discretion and accuracy in handling confidential data
- Flexibility and willingness to familiarize yourself with complex EU regulations and university procedures

Technical skills:

- Very good knowledge of MS Office (Word, Excel, etc.)
- Experience with database and project management systems
- Basic knowledge of digital documentation and archiving of research data and results

Documents to be submitted via email – subject line “SHOCKAGE AdminAsst App_[your last name]” as one (!) PDF document:

- Application/cover letter
- Tabular resume
- Brief description of your qualifications and previous experience in the management of third-party funded research projects
- Work/internship certificate(s), if applicable
- Final degree certificate(s), e.g., BA certificate, if applicable (no certificates)
- Proof of other relevant qualifications, if applicable

to Eva-Maria Muschik: eva-maria.muschik@univie.ac.at
and Michaela Hochmuth: michaela.hochmuth@univie.ac.at

Application deadline: January 2, 2026

Selection schedule: We expect the shortlisted candidates to attend interviews on **January 22, 2026**. Please make a note of this date in your calendar. The interviews will take place in person at the department. The shortlisted candidates will be notified by January 12, 2026, at the latest.

The University of Vienna pursues an anti-discriminatory employment policy and values equal opportunities and diversity (<http://diversity.univie.ac.at/>). Women will be given preference if equally qualified.

If you have any questions about the application process, please contact Michaela Hochmuth via michaela.hochmuth@univie.ac.at by December 18, 2025, at the latest.