

At the University of Graz, researchers and students work across a broad spectrum of fields to find solutions for tomorrow's world. Our researchers are developing strategies to tackle the current challenges of society. The University of Graz is also a place where achievement is rewarded, careers are planned, and social diversity is promoted – all within a modern, award-winning working environment. Our motto: We work for tomorrow. Join us!

Research Management is looking for a

Research Manager for the field of excellence Dimensions of Europeanization
(40 hours/week; initially limited to 3 years – with an option for permanent employment; to be filled from 1 July 2019)

Your areas of responsibility

- Participation in the conceptualisation and preparation of highly competitive project applications, independent design of the administrative aspects of the project applications, participation in both the organisation and coordination of international and national consortia
- Management of projects in the field of excellence Dimensions of Europeanization: communication with national and international partners and funding parties, content-related project controlling etc.
- Identifying, discussing and bringing in possible topics for the design of research programmes, in particular relevant work programmes of the European Commission
- Participation in measures aiming at promoting stronger cooperation between science and politics/society (as regards knowledge and technology transfer) in the relevant area
- Academic communications and public relations
- Participation in the recruitment of guest researchers

Your profile

- Completed doctorate in a subject relevant to the field of excellence (the field of excellence includes the subjects geography, history, political science, law, sociology, linguistics and literature, theology, economics, etc.)
- Minimum of three years of professional experience (at post-doc level) in third-party funded research
- Commitment to the development of innovative research projects
- Knowledge of conceptualisation and implementation of interdisciplinary research projects
- Knowledge of preparation of research applications in highly competitive/excellent funding programmes (EU, FWF etc.), in particular in non-scientific areas
- Very good knowledge of the international funding landscape; knowledge of the national funding landscape is an asset
- Knowledge of university procedures (desirable)
- Excellent spoken and written English
- Very good knowledge of spoken and written German (desirable)
- Readiness and ability to work in teams, organisational skills
- Personal initiative and reliability
- Communication skills

Our offer

Classification

Salary scheme of the Collective Bargaining Agreement for University Staff: IVa
Salary scheme of the Contractual Employees Act (VBG) (in the case of a transfer within the university): v1/1

Minimum salary

The minimum remuneration as stated in the Collective University Agreement amounts to € 2,614.30 gross per month. This minimum remuneration may be increased if the candidate has been employed in a similar position before and if other payment components apply. In addition, depending on qualifications

and relevant professional experience, we may pay more than the required minimum remuneration as stated in the Collective University Agreement.

This position is diversified and you will work independently. You can expect a pleasant working atmosphere, flexible working hours and numerous opportunities for continuing education and development. Take the opportunity to join a challenging working environment marked by team spirit and a high job satisfaction.

Application deadline: **15 May 2019**

Reference number: **AB/61/99 ex 2018/19**

The University of Graz is striving to increase the number of women, particularly in executive and academic staff positions, and thus explicitly encourages qualified women to apply.

We look forward to receiving applications from people with disabilities whose qualifications meet the requirements of the job advertisement.

If you are interested, please submit your application documents before the deadline. They should include the reference number and be sent by e-mail to:

bewerbung@uni-graz.at