



UNIVERSITY
OF APPLIED SCIENCES
UPPER AUSTRIA

Student employee in the educational and study counselling department (m/f/x) 10h

Join us at the FH Upper Austria and create with us – in your job – the admin of our university.

FH OÖ Studienbetriebs GmbH

Headquarters

Your Tasks

In this role, you'll have the opportunity to demonstrate your versatile expertise in administration and organization, specifically in counselling prospective students. Your work will include updating and optimizing presentations as well as maintaining and developing our website and intranet. You will also support various recruitment activities and be present at trade fairs and events – both online and in person.

Your Profile

You have a high school diploma and use MS Office programs on a daily basis as important work tools. You can communicate fluently in German and English. As an outgoing personality and passionate team player, you are committed and work both independently and accurately.

Key Facts

Salary

Salary on a full-time basis € 1920,- / month

Requirements

Matriculation examination of a vocational or general secondary school

Location

Headquarters,
Roseggerstraße 15,
4600 Wels

Employment type

Marginal

Contact person

Mag. Josef Hilpold

Telephone number

+43 5 0804 43136

Degree program / Department

Educational and study counselling

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Jobs that move you forward.

We look forward to receiving your application

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