

Student assistant for ambassador coordination (m/f/x) 20h

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

**FH OÖ Studienbetriebs
GmbH**

Fakultät für Medizintechnik und Angewandte
Sozialwissenschaften

Leadmanagement and
IO

Your Tasks

You support the Internationalisation & Leadmanagement department by managing the day-to-day administration and coordination of our Student Ambassador Group and handling classic back-office activities. This includes organizing meetings, facilitating communication between ambassadors and the department, recording ambassador activities, and assisting in the development and implementation of strategies. Additionally, you will help with the onboarding of new ambassadors, provide ongoing support and training, and ensure that all ambassador-related processes run smoothly and efficiently. Your efforts will contribute to the overall success of our international outreach and student engagement initiatives.

Your Profile

You have a high school diploma and/or are a current FH-student and MS Office programs are everyday work tools that you can handle with ease. Your open and communicative nature enables you to contribute to the team and express your interest in the subject area.

Key Facts

Salary

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

Requirements

Matriculation examination of a vocational or general secondary school

Location

Fakultät für Medizintechnik und Angewandte
Sozialwissenschaften,
Garnisonstraße 21,
4020 Linz

Employment type

Part-time

Contact person

Daliborka Mitrovic, MSc

Telephone number

+43 5 0804 54111

Degree program / Department

Leadmanagement and IO

Cogs turn so minds can learn.