

Study program assistant (m/f/x) in Secure Information Systems - 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 Informatik, Kommunikation und
Medien

Secure Information Systems -
Bachelor

Your Tasks

This position includes a diverse range of tasks that require both independent and team-orientated work. As a study program assistant, you will work independently and autonomously on administrative tasks and manage to-dos relating to the Secure Information Systems - Bachelor study program. The ability to self-organise and prioritise is essential in this role as there are many different elements that need to be implemented effectively to ensure the smooth running of the program. Supporting the program director is another important aspect of your work. This may include, for example, creating timetables and organising exams. Your ability to be proactive and efficient is therefore highly valued by the program director. Communication is a key element of your role. In this role, you will not only coordinate lectures and meetings, but also prepare trade fairs, for example, and act as a contact person for students, lecturers and interested parties.

Your Profile

You have a high school diploma and your structured or an apprenticeship qualification with professional experience and independent way of working complements your organisational talent. Working with PCs and above all MS Office programs is part of your everyday working life and you may have already gained experience with web conferencing and e-learning tools. Your very good knowledge of German and English will give expression to your communicative nature. If you see yourself as a team player and time flexibility is not an obstacle, then you've come to the right place!

Key Facts

Salary

Salary on a full-time basis € 3000,- / month

Requirements

Matriculation examination of a vocational or general secondary school

Location

Fakultät für Informatik, Kommunikation und Medien,
Softwarepark 11,
4230 Hagenberg im Mühlkreis

Employment type

Part-time

Contact person

FH-Prof. DI Robert Kolmhofer

Telephone number

Degree program / Department

Secure Information Systems - Bachelor

Because education is everyone's business.