



## University for Continuing Education KREMS

The University for Continuing Education KREMS specializes in part-time academic continuing education. As a public university for continuing education, it works with its expertise in teaching and research to overcome societal challenges and tailors its study programs to address them. With 8,000 students coming from 90 countries, the University for Continuing Education KREMS combines its many years of experience in university-based continuing education with innovation to provide outstanding quality in research and teaching at an international level. Situated 60 km from Vienna in the alluring world heritage region Wachau, Campus KREMS is a highly attractive location.

The following position is available to strengthen our team of the Department for Migration and Globalisation at the Faculty of Business and Globalisation:

### Project Research Assistant (m/f/d)

20 hrs./week

Advertisement No. SB24-0054

#### Your tasks

- Providing research assistance within the ERC Starting Grant project “MixedRivals”, funded by the EU
- Engaging in diverse array of research tasks, such as drafting comprehensive reports, gathering contextual data on field research destinations in Tunisia, Morocco, and Egypt, conducting thorough literature reviews, curating bibliographies etc.
- Facilitating the coding of “de facto” refugee policies and actively contributing to the data collection and management of our policy database
- Assisting with organizational and administrative tasks, including preparing workshop and conferences, coordinating logistics for field research stays, and maintaining the project’s website and team calendar
- Actively participating in meetings, workshops, and dissemination activities relevant to the goals of the project
- Assisting in other projects of the department as required

#### Your profile

##### We require evidence of the following qualifications for the application:

- University Master’s degree in social sciences or a related field
- Strong interest in working on (forced) migration and conflict-related issues
- Proficiency in bibliographic techniques and experience with bibliography software like Citavi
- Sound expertise in MS Excel and familiarity with MS Teams
- Knowledgeable of project management methodologies and adept in web page design
- Reliability and the ability to work independently, coupled with effective collaboration skills within an international, interdisciplinary team
- Excellent proficiency in English language (min. C1) and very good proficiency in German language (min. B2)

##### In addition, the following criteria are desirable:

- Good knowledge of either (or both) French and Arabic (min. B2)
- Possessing regional expertise in North Africa
- Familiarity with Microsoft Planner for effective task management
- Basic knowledge or experience with statistical analyses

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### Your perspective

- Part-time position (20 hours/week), initially limited to 3 years, with a minimum salary of EUR 3,578.80 gross per month on a full-time basis (classification as a scientific project staff member according to [collective agreement of universities §49 VwGr. B1](#))
- Innovative and modern working environment at the Campus KREMS
- Possibility of home office and mobile working (max. 42% of working hours)
- Very good opportunities for further education within the framework of our own study programs, extensive offer of workplace health promotion as well as the University Sports Institute (USI)

Persons with disabilities who meet the required profile criteria are expressly invited to apply for this position.

The University of Continuing Education KREMS sees high innovation potential in the diversity of its employees and is committed to diversity as a guiding principle.

### Your application should include:

- Cover letter (max. two pages)
- Curriculum Vitae
- Degrees and transcripts
- Two writing samples (e.g., Master thesis, seminar paper, scientific article, etc.)

We look forward to receiving your online application by **14 April 2024** via our online tool: [Vacancies - University for Continuing Education KREMS \(donau-uni.ac.at\)](#)

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