



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:

Research Assistant in ERC Starting Grant Project “MixedRivals” (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 (see <https://mixedrivals.com/>)
- Engaging in a diverse array of research tasks, including drafting comprehensive reports, gathering contextual data for field research in Tunisia, Morocco, and Egypt, conducting thorough literature reviews, and curating bibliographies
- Facilitating the coding of “de facto” (forced) migration policies and 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 project’s goals
- Assisting in other departmental projects as required

Your profile

We require evidence of the following qualifications for the application:

- Master’s degree in a social sciences (or currently in the final year with coursework completed), demonstrating a strong academic record
- Familiarity with (forced) migration and conflict-related issues and a strong interest in these areas
- Proficiency in bibliographic techniques and experience with bibliography software like Citavi
- Solid expertise in MS Excel and familiarity with MS Teams
- Very good organizational skills or knowledge of project management, with a willingness to provide administrative support for diverse project activities
- 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 willingness to learn or deepen German language skills

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In addition, the following criteria are desirable:

- Good knowledge of either French or Arabic (min. B2)
- Regional expertise in North Africa
- Familiarity with Microsoft Planner for effective task management
- Basic knowledge or experience with statistical analyses
- Previous academic work experience
- Ability to communicate in German (min. B2)

Your perspective

- Part-time position (20 hours/week), initially limited to 2 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:

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

Please note: Although this is a research assistant position, it includes a significant amount of administrative tasks (30-40%). If your immediate goal is to pursue a PhD, please consider applying for the PhD position within the project. This position is designed for an early-career individual, such as a Master's student or recent graduate.

We look forward to receiving your online application by **1 September 2024** via our online tool: [Vacancies - University for Continuing Education KREMS \(donau-uni.ac.at\)](https://vacancies-donau-uni.ac.at)

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