

Webster University Vienna is looking for
a part-time or full-time **Academic Assistant**
and

a full-time **Administrative Assistant** to provide support to the academic team.

Potential candidates have at least 3 years' demonstrated experience in performing a variety of administrative and staff support duties for a specified department, which require a range of skills and knowledge of organizational procedures and policies; resolving administrative problems and inquiries; composing, editing, and proofreading correspondence and reports; and preparing a range of administrative documents.

The ideal candidate for either of these positions has excellent ability to communicate effectively in English (both orally and in writing), pay close attention to detail and work with MSOffice. Furthermore, the candidate knows how to follow professional etiquette in a university setting, is responsible, reliable, and committed to productive team work.

Specific Responsibilities for the **Academic Assistant** position include:

- Coordinating and preparing course schedule
- Collecting and reviewing of course syllabi
- Preparing, distributing and collecting faculty contracts
- Preparing faculty payroll

Specific Responsibilities for the **Administrative Assistant** position include:

- Maintaining scheduling information in WUV'S database management system
- Maintaining faculty records (contact lists, CVs Profiles, research and publications, etc.)
- Maintaining academic calendar
- Administering, processing and distributing course evaluations
- Compiling information and preparing reports
- Scheduling appointments and maintaining calendars
- Recording meeting minutes
- Coordinating and proctoring make-up exams
- Coordinating logistics such as, room assignments, equipment needs, faculty housing, office keys, etc.

Application Deadline: June 1, 2011.

Electronic submission of application materials (CV/resume, motivational letter, previous "Dienstzeugnisse", list of three references) to: academiccoordinators@webster.ac.at