

We are looking for

**Administrative support (f/m)**  
**(16hrs/week, initially concluded for one year with possible extension, Uni-KV: IIIa)**

for the international ERASMUS+ Project „BENEFIT-Boosting the telecommunications engineer profile to meet modern society and industry needs“ at the Embedded Communication Systems Lab, Institute of Networked and Embedded Systems @ Alpen-Adria-Universität Klagenfurt.

The monthly minimum salary for this position as stated in the collective agreement and according to the classification scheme is € 800,60 (gross, 14 x per year), but may be higher due to previous employment periods eligible for inclusion and other earnings and remunerations. Estimated commencement of duties will be as soon as possible.

**Your duties:**

- Administrative, organizational and development activities within the international project Erasmus+ BENEFIT
- Support to the coordinator activities
- Support to monitoring the activities, planning and project advancements
- Support on dissemination activities
- Verification of documentation and support in proof-reading the deliverables
- Project consortium expenses monitoring and preparation of financial reports

The **Embedded Communication Systems Group (EcoSys)** of Prof. Tonello performs research in electronics and telecommunications to develop solutions in several application domains: cyber physical systems, internet of things, smart mobility, smart grids and smart factories. Lead by Prof. Tonello's research group, the project "BENEFIT" and 14 international partners aim to boost the profile of Telecom Engineers by modernizing study programmes, adopt modern teaching methodologies and tools, upgrading infrastructure and the creation of joint university-industry labs. BENEFIT will contribute to shape a modern profile of graduates in telecom/ICT engineering bridging the gap with the job market needs, which is a concrete action in response to the recently announced programmatic goals by Western Balkan countries. Further details can be found on the project's website [www.project-benefit.eu](http://www.project-benefit.eu) and the Institute's website [www.nes.aau.at](http://www.nes.aau.at).

**Required Qualifications:**

- Fluent in written and spoken German and English
- Good knowledge of MS office tools (Word, Excel)

**Additional Qualifications:**

- Social and communicative competences
- Relevant international experience and/or relevant experience in international projects
- Knowledge of other foreign languages

Applications must be submitted electronically as a single PDF file to Ms. Ursula Rotter ([Ursula.Rotter@aau.at](mailto:Ursula.Rotter@aau.at)). Applications must be written in German or English and include a letter of motivation, the curriculum vitae and information about your work experience acquired, and any certificate that can prove the fulfillment of the required qualifications. Short-listed candidates will be invited to an interview. Travel and accommodation costs incurred during the application procedure cannot be reimbursed.

The university strives to increase the number of female staff and therefore invites qualified women to apply. Priority is given to women with equal qualifications. People with disabilities or chronic illnesses who meet the required qualification criteria are encouraged to apply.

**Application Deadline: May 3, 2018**