

## **WE ARE LOOKING FOR YOU // 20-hour (+) PROJECT COORDINATION POSITION AT VIENNA UNIVERSITY OF ECONOMICS AND BUSINESS**

We are offering a **20-hour position** for a Project Coordination who will be in charge of the administrative and organisational tasks within two of our EU projects.

[‘Green Skills for Cities](#) - cross-disciplinary learning integrating design, business, botanic and technology’. We are a small consortium of four institutions (WU, Institute for Advanced Architecture of Catalonia, University of Genoa and European Association for Local Democracy) aiming at training students from various disciplines and professionals from diverse backgrounds with the needed transdisciplinary skills to turn our cities into truly green and sustainable spaces. While doing so, we will closely collaborate with the cities of Vienna, Barcelona and Genoa.

[‘The Urban Shift](#) for green innovations – supporting the EU green deal by providing ground breaking innovations for fighting climate change in urban areas’. We are a bigger consortium of four institutions (WU, Institute for Advanced Architecture of Catalonia, Hochschule der Medien and WIFI Österreich) and four business partners (Multicriteria, Green Innovation Group, Bluegrowth Consulting and Terra) creating a Living Ecosystem where educational institutions from Austria, Germany and Spain, and businesses from Italy, Spain and Denmark implement a Living Curriculum for transdisciplinary start-up education with learners of a diverse background.

### **YOUR ROLE:**

As a project coordinator, you will work in close collaboration with the scientific project leaders and other project members, as well as other support staff. You coordinate the non-scientific, administrative, financial and legal management of the project activities. You will manage the consortium, arrange meetings and meet reporting requirements. You will maintain an effective communication between the consortium partners, the EU and within the WU.

### **WHAT WE ARE LOOKING FOR:**

- experience in project management and third-funded research projects (pre-experience with European funding schemes is beneficial, but not required)
- strong interpersonal, intercultural, and communication skills
- great planning skills and ability to apply them in the environment of an transnational and transdisciplinary project setting
- someone who is able to keep oversight on priorities and in keeping deadlines
- ability to work independently as well as in a team
- openness to work flexibly from time to time
- fluency in German and English (both in writing and speaking)
- experience of the Microsoft Office package (especially Excel) and Slack
- openness to travel for work

## YOUR TASKS:

- be the first point of contact for the EU and other international institutions, in the project and external stakeholders; as well as internally within the WU
- ensure compliance with the promised tasks and deliverables of the project application, and plan the project flow accordingly with the different work package leaders
- setting up project procedure and conducting administrative tasks that are necessary to ensure the smooth-running of the project, finances, travel refunds and other activities

Are you interested in being at the centre of impactful, interdisciplinary projects, shaping how students can learn green skills for the future and put their knowledge into action? Are you interested in becoming the glue of fruitful transnational collaborations?

If so, please reach out with a short motivational letter and your CV to [mschabus@wu.ac.at](mailto:mschabus@wu.ac.at), [lhohoff@wu.ac.at](mailto:lhohoff@wu.ac.at) and [maattems@wu.ac.at](mailto:maattems@wu.ac.at).

Estimated starting date: **as soon as possible**. Application Deadline: **26.03**. Minimum monthly pay (gross and based on 40h/week) is: 2365 €. Based on qualifications and experience, overpayment is possible.

This project is implemented by the RCE Vienna (Regional Centre of Expertise on Education for Sustainable Development) at the Vienna University of Economics and Business. For more information on the RCE and our work, check out the [website](#). Please note that the projects have different timelines (until 2024 and August 2025) and will not end simultaneously. Project work involves being open to finish a project, continue another one, and possibly starting with a new one.