

The following position at the Academy of Fine Arts Vienna is advertised:

Head of International Office

This position is offered full-time, starting at the earliest possible date.

Areas of responsibility:

- management of the department with human resources and budget responsibility
- implementation, quality assurance and further development of international mobility programs within the framework of the Academy's internationalization strategy
- supervision of the relevant internationalization programs including digital administration and process management as well as database management
- recruitment, appropriate use and settlement of third-party funds for international mobility programs (European Commission, Erasmus plus, national scholarships and grants)
- drafting contracts and agreements with international universities and institutions
- cooperation with networks, interest groups, bodies, working groups (OeAD, Erasmus plus National Agency, Ministries, UNIKO- Universities Austria)
- production and evaluation of statistics and reporting
- representation of the university at events with an international relevance

Conditions of employment:

- completed university studies, preferably in the humanities (MA or Diploma)
- professional experience, preferably in an International Office of a university or equivalent institution
- several years of experience in managing teams, leadership and management skills
- service orientation as well as strategic, social and intercultural competence
- excellent knowledge of German and English
- experience in the self-responsible acquisition of third-party funds
- willingness for operational further development of existing or new internationalization programs and processes

Desired qualifications:

- organizational and negotiation skills, sense of responsibility and initiative, high resilience
- profound knowledge of the implementation and processing of Erasmus plus, particularly KA 103 and KA 131
- ability to cooperate and work in a team
- willingness to travel abroad
- own experience abroad
- gender- and discrimination-critical competences

The gross monthly salary according to the collective agreement for university employees in salary group V is currently EUR 3,230.8 for full employment.

Interested persons please apply by 23 August 2021 at: www.akbild.ac.at/jobs

The Academy of Fine Arts Vienna strives to increase the proportion of women and strongly requests applications from qualified women. Furthermore, the Academy strives to create application and working conditions that are as accessible as possible. In this context, the Academy actively supports the application of people with disabilities. Applicants can contact the Human Resources Department or the Academy's disability representatives in advance. Applicants are not entitled to compensation for travel and accommodation expenses incurred in connection with the admission procedure.