

#TRANSFORMINGTOMORROW: MAKE A DIFFERENCE WITH US.

IT:U is Austria's first public interdisciplinary university dedicated to digital transformation for the benefit of our society, economy and environment. Shape the future with us as a

Higher Education Quality Assurance Expert*

and ensure high standards at IT:U.

Part/Full-Time

As part of IT:U's Quality Assurance Office you will assist in maintaining the educational quality and standards within the institution, focusing on data-driven assessments, evaluation processes and report writing.

You are the ideal candidate, if you are looking forward to work in a team of peers in understanding and interpreting the impact of educational practices on student learning and well-being.

RESPONSIBILITIES AND DUTIES

- Support the implementation of quality assurance policies and procedures.
- Collect and analyze data pertaining to academic program performance and student outcomes.
- Assist in the preparation of detailed reports on quality assurance findings, highlighting areas for improvement.
- Contribute to the auditing process, ensuring compliance with established standards.
- Support the coordination of curriculum development initiatives by providing data-driven insights.
- Collaborate with academic staff to collect and interpret student feedback for quality enhancement.
- Participate in the development of training materials related to quality assurance best practices.

SKILLS AND QUALIFICATIONS

- Bachelor's degree required; Master's degree preferred.
- Work experience in the management of higher education.
- Strong written communication skills, with extensive experience in data analysis and preparing comprehensive reports within an educational or quality assurance context.
- Understanding of quality assurance standards and accreditation processes in higher education.
- Proficiency in statistical software and data management tools.
- Detail-oriented with a critical eye for identifying data trends and variances.
- Ability to work collaboratively with team members and academic staff.
- Knowledge of educational outcomes and student success indicators.
- Strong organizational skills and the ability to manage multiple tasks in a support capacity.
- Excellent German and English Skills, both written and spoken.

OUR OFFER

- The unique opportunity to help establish a new university
- Independent and responsible tasks in a dynamic and digital environment
- Meaningful work as a point of contact for students and staff
- Collaboration in a motivated team
- Team activities that foster strong team bonding
- Flexible working hours and the option for remote work
- Office kitchen with free coffee and fruit
- Free parking or an Austria "Klimaticket" (ideal public transportation connections)

We offer a gross salary in line with the market from EUR 3.800,- on a full-time basis (with willingness to overpay depending on qualifications, experience and individual skills) and the opportunity to play a key role in shaping the development of IT:U.



Your contact person for this position:
Katherine Heller-Pichler
+43 676 851307212

We look forward to receiving your online application including CV and letter of motivation.

***come as you are** – we value and promote diversity in our team. Everyone is encouraged to realize their full potential, realize ideas and seize opportunities. Regardless of age, skin colour, religion, gender, sexual orientation or origin, we welcome applications from all people equally.