



#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

International Student Exchange Officer*

and connect students globally at IT:U.

Part/Full-Time

As part of the Office of International Affairs, you will coordinate student exchange programs and establish robust relationships with international partner universities. You are the ideal candidate if you have a strong background in managing Erasmus and other exchange programs and are adept at fostering international partnerships to enhance global educational opportunities. This role looks for an individual eager to work collaboratively to expand and enrich the educational experiences of students across the globe.

RESPONSIBILITIES AND DUTIES

- Develop and manage all aspects of student and staff exchange programs, including the Erasmus program, while ensuring compliance with national and international regulations.
- Establish and maintain relationships with partner universities worldwide, negotiating agreements that facilitate student and faculty exchanges.
- Serve as the primary contact for students interested in participating in exchange programs, organizing pre-departure orientations and providing ongoing support.
- Collaborate with academic departments and international offices at partner institutions to align exchange activities with academic goals and standards.
- Assess the effectiveness of exchange programs, implementing improvements based on participant feedback and evolving international education trends.
- Maintain detailed records of all program activities, agreements, and participant experiences.
- Represent the institution at international conferences and forums related to student mobility and international education.

SKILLS AND QUALIFICATIONS

- Bachelor's degree required; Master's degree preferred.
- At least 3 years of experience managing international student exchange programs, including Erasmus programs.
- Proven project management skills with the ability to handle multiple priorities in a dynamic environment.
- Strong understanding of the administrative and regulatory aspects of international student exchanges.
- Excellent communication, interpersonal, and cross-cultural skills, with the ability to develop and maintain relationships with international educational institutions.
- Excellent proficiency in both German and English is essential; additional fluency in at least one other foreign language (other than German and English) would be considered a valuable asset.

OUR OFFER

- The unique opportunity to help establish a new university
- Independent and responsible tasks in a dynamic and digital environment
- Meaningful work connecting students globally and enhancing educational experiences.
- 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 4.000,- 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.