

#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. Join us as a

Student Administration Expert*

and shape futures at IT:U – ensure student success from day one to graduation

Full-Time

YOUR TASKS

- Manage and optimize administrative processes across the student lifecycle - from enrollment to graduation
- Serve as the primary contact for student inquiries, providing accurate and timely support
- Maintain confidential student records in line with institutional policies and legal standards
- Prepare reports and analyze student data for internal use and compliance
- Collaborate with academic stakeholders to align administrative support with academic needs
- Plan and support key academic events, such as orientation and graduation ceremonies

YOUR STRENGTHS AND SKILLS

- Bachelor's degree or completed vocational training and minimum of 2 years of experience in student administration or a similar role (ideally in higher education)
- Strong understanding of student administration processes and academic cycles
- High proficiency in the use of student information systems, databases and Campus Management Systems
- Excellent communication skills, both written and verbal in English and German
- Strong organizational skills and attention to detail
- Ability to maintain confidentiality and exercise discretion in handling sensitive matters

WHAT YOU CAN EXPECT:

- Varied and customizable tasks in an innovative educational and research institution
- Unique opportunity to help build a new university
- Independent and responsible area of responsibility in a highly professional, dynamic, and digital environment
- Attractive campus with good transport connections
- Free parking or Climate Ticket Austria (very good public transport connection)
- Flexible working hours through a flextime model and the option for home office

Competitive compensation starting from €2,800 monthly gross salary, with the possibility of overpayment based on qualifications and experience.



Your contact person
for this position:
Katharina Steiner

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. Each individual is encouraged to reach their full potential, realize ideas and seize opportunities. Regardless of age, skin color, religion, gender, sexual orientation or origin, we welcome applications from all people equally.