

#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

HR Generalist*

and find talented people to shape the training of the next generation.

Full-Time | Part-Time

YOUR TASKS

- You will be responsible for recruiting in the academic and scientific field and work on creative strategies to position IT:U as an attractive employer.
- Together with the departments, you will create and publish job advertisements that inspire and inform talented people.
- You will organize the entire application process: from coordinating appointments and rejection management to processing unsolicited applications.
- You will become a professional in active sourcing and attract the best talent in a targeted manner.
- You will conduct interviews with empathy and conviction and guide applicants through the entire selection process to successful onboarding.
- Whether it's the digitalization of our HR processes or the selection of new tools - your support is more than welcome.

YOUR STRENGTHS AND SKILLS

- Completed commercial training at A-level or a university degree, ideally with a focus on HR management or business.
- Experience in HR, particularly in recruiting and active sourcing - preferably in an academic and scientific environment.
- Strong interpersonal and communication skills as well as a self-confident manner in discussions with talents and stakeholders.
- Reliability, initiative and a structured way of working to confidently manage multiple projects and recruiting processes in parallel.
- Very good written and spoken German and English skills.

WHAT YOU CAN EXPECT:

- The unique opportunity to help build a new university
- Many varied and individually customizable tasks in an innovative educational and research institution
- A team of motivated colleagues who work, think and laugh together
- Independent and responsible tasks in a highly professional, dynamic and digital environment
- Attractive campus with good transport links
- Free parking or Klimaticket Austria (very good public transport connections)
- Flexible working hours thanks to a flexitime model and the option of working from home

Competitive compensation starting from €3,300 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 your CV and cover letter.

***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.