

Job ID: ACDH-CH159ADM121

The Austrian Centre for Digital Humanities and Cultural Heritage ([ACDH-CH](#)), a research department of the Austrian Academy of Sciences ([OeAW](#)), Austria's leading non-university research institution, is seeking an

ASSISTANCE (F*M)

(part-time, 20h per week)

You will join an internationally networked team with research partners all over the world. Your position will be in the Central Office supporting the administration of the Institute and its numerous projects at the intersection between information and communication technology and humanities studies.

Your tasks

- Support the musicology department as a link to the Central Office with general administration and accounting, assist the musicology department and its employees.
- In cooperation with the Institute's Central Office: Support the employees of the musicology department in administrative processes as well as in project administration
- Organisation of events (especially concerning the musicology department)
- Taking minutes at the meetings and conferences of the musicology department

Your profile

- Proficiency working with MS-Office programs and accounting software (e.g., RS2, SAB, etc.)
- Excellent knowledge of the German language
- Knowledge of foreign languages (especially English)
- Basic knowledge in budgeting and controlling
- Responsibility, self-reliance, and the ability to work well in a team
- Completed secondary education (i.e., AHS, BHS, HAK or a comparable degree)

Optional assets

- Experience working in science administration or public administration
- Experience with event organization

We offer

- An international, inclusive work environment in a diverse team in the heart of Vienna
- Work with unique cultural heritage data in collaborative research projects
- A strong focus on innovation and new technologies in a multidisciplinary field
- Flexible and family-friendly working hours
- Self-determined work
- Possibilities to contribute your ideas and initiatives
- An environment to grow your interests and develop your skills
- An open communication culture / open-door policy

We offer an annual gross salary of € 17.072,30 according to the collective agreement of the Austrian Academy of Sciences. Depending on qualification and experience, the salary can be negotiated. The employment will start in February 2022 and run initially for 12 months, with the option to extend.

Please send your application including all relevant documents, certificates/references (including CV, statement of motivation and references of previous projects) via e-mail to acdch-ch-jobs@oeaw.ac.at (mentioning Job ID: ACDH-CH159ADM121) **no later than December 20, 2021**.

The Austrian Academy of Sciences (OeAW) pursues a non-discriminatory employment policy and values equal opportunities, as well as diversity. The OeAW lays special emphasis on increasing the number of women in senior and in academic positions. Given equal qualifications, preference will be given to female applicants. The Austrian Academy of Sciences (OeAW) pursues a non-discriminatory employment policy and values equal opportunities, as well as diversity.