

Stellenausschreibungen

An der Fakultät für Informatik der Technischen Universität Wien gelangen nachstehende Stellen zur Besetzung:

Die TU Wien strebt eine Erhöhung des Frauenanteils insbesondere in Leitungsfunktionen und beim wissenschaftlichen bzw. künstlerischen Personal an und fordert deshalb qualifizierte Frauen ausdrücklich zur Bewerbung auf. Bewerberinnen, die gleich geeignet sind wie der bestgeeignete Mitbewerber, werden vorrangig aufgenommen, sofern nicht in der Person eines Mitbewerbers liegende Gründe überwiegen. Wir sind bemüht, behinderte Menschen mit entsprechender Qualifikation einzustellen und fordern daher ausdrücklich zur Bewerbung auf. Bei Rückfragen wenden Sie sich bitte an die Behindertenvertrauensperson der TU Wien, Herrn Gerhard Neustätter, gerhard.neustaetter@tuwien.ac.at.

At the **Institute of Information Systems Engineering**, in the Research Unit of Software Engineering TU Wien is offering a position as a Secretary/Office Management for 40 hours/week. Expected start: March 2024.

Tasks:

- Independent and autonomous administration of personnel matters
- Content management of the institute website, as well as any project websites, editorial activities
- Administrative and organizational activities (correspondence, appointment coordination, travel organization, mail processing, telephone management, digital filing, maintenance of the organizational structure, etc.)
- Use of IT systems for administration as part of ongoing operations (SAP, TISS, SAP Services, TUWEL, project database, publication database, etc.)
- Internal and external correspondence in German and English
- Independent management of SAP-supported ordering (incl. payment and invoice management) in the global budget, as well as third-party funds and independent correspondence in this regard
- Budget monitoring and management of the use of resources
- Organization, preparation and follow-up of departmental events and meetings
- Support in onboarding new team members
- Support in the administration of research projects (project progress monitoring and coordination)
- Deadline management
- Administration, monitoring and controlling of research projects (FWF, FFG, WWTF, EU, etc.)

Your profile:

- Completed vocational training (office clerk, bookkeeping,...) or higher school education, e.g. high school diploma/technical diploma
- IT competence: Excellent IT skills (especially MS Office: Word, Excel, PowerPoint) and previous knowledge of SAP, accounting, digital administration and management tools
- Very good German and good written and spoken English skills
- Reliable and independent way of working
- Organization and planning skills/ Time management and Stress resistance
- Project management
- Flexibility, networked thinking, accuracy & sense of responsibility
- Enthusiasm and ability to learn
- Communication and teamwork skills, willingness to cooperate and empathy

We offer:

- A wide variety and exciting range of tasks in a collegial team
- Hybrid working style with up to 60% home office option
- A range of attractive social benefits (see [Fringe-Benefit Catalogue of TU Wien](#))
- Wide range of internal and external training opportunities, various career options
- Central location of workplace as well as good accessibility (U1/U4 Karlsplatz)

Entry level salary is determined by the level IIB of the Austrian collective agreement for university staff. This is a minimum of currently EUR 2,460.10/month gross, 14 times/year for 40 hours/week. Relevant working experiences may increase the monthly income.

We look forward to receiving your application until March 7, 2024 on our job platform: <https://jobs.tuwien.ac.at/Job/227467>

The [Machine Learning Research Unit](#) investigates fundamental machine learning questions and demonstrates the applicability of novel algorithms in real-world applications, often together with colleagues and collaborators from other disciplines. Challenges that we investigate often involve structured data such as graphs, iterative learning processes such as online/active learning, approximation/convergence guarantees, and computational questions such as the efficiency and parallelisation of machine learning algorithms. **There is now an opportunity for you to join our research unit as a university assistant** (prae-doc: 30 hours/week for expected four years).

Tasks:

- Research in machine learning, publication of results in top scientific venues
- Completion of a dissertation
- Presentation of research results and participation in scientific meetings
- Support of teaching activities: preparation of teaching materials, (co-)supervision of exercises, seminars, internships, bachelor's and master's theses
- Participation in research projects and assistance with administrative tasks

Your profile:

- Very good master's level degree or expectation to obtain one within a few months
- Thorough knowledge of machine learning and/or related areas
- Good programming experience and a strong background in mathematics
- Strong interest in machine learning theory and algorithms with a willingness to apply the algorithms to real data
- Initial experience with research projects (e.g., thesis, internships, publications)
- Curious and highly motivated for scientific research
- Ability to work independently as well as in a team
- Very good spoken and written English. Knowledge of German (language level B2) or willingness to learn it in the first year

We offer:

- Opportunity to develop your own research ideas
- Dynamic and constantly evolving work environment
- Wide range of continuing education and flexible working hours
- Possibility to participate in structured doctoral programmes
- Central location of workplace with very good accessibility (U1/U2/U4 Karlsplatz)
- A creative environment in one of the most liveable cities in the world
- Additional benefits for employees (see [Fringe-Benefit Catalogue of TU Wien](#))



Informatics

Entry level salary is determined by the pay grade B1 of the Austrian collective agreement for university staff. This is a minimum of currently EUR 2,684.10/month gross, 14 times/year for 30 hours/week. Relevant working experiences may increase the monthly income.

In your **motivation letter**, please clearly motivate your research interests and **how they align with our research interests**. For each of your concluded or ongoing academic degrees, please include a transcript of marks.

We look forward to receiving your application until March 7, 2024 on our job platform: <https://jobs.tuwien.ac.at/Job/227452>