

Teaching and Research Assistant position at the Institute for Sociology and Social Research

- regular working time: 10 hours/week
- eligible: only Master's students at WU
- position available: from 1 March 2018
- applications due: by 21 February 2018

Announcement:

The **Institute for Sociology and Social Research** is currently inviting applications for a **10 hours/week Teaching and Research Assistant position** (employee subject to the terms of the Collective Bargaining Agreement for University Staff - *Angestellte/r gemäß Kollektivvertrag für die Arbeitnehmer/innen der Universitäten*; minimum gross monthly salary, paid 14 times per year: Euro 500.40). This employee position will be limited until June 30, 2020, starting on **March 01, 2018** (commencement date subject to change).

Pursuant to the Collective Bargaining Agreement, only students who have not yet completed a master or diploma degree program can be employed. Please note that under the terms of the WU personnel development plan, student employee positions are limited to an employment period of not more than two years.

Responsibilities:

- Support of the research activities of the institute, including the preparation of funding applications, academic publications, and research reports, mostly in English. This involves translation and accounting tasks
- Assistance in the preparation and administration of teaching in German or English, which may include elements of e-learning as well as tutoring students
- Organisation of research seminars and academic workshops, in German or English
- Public relations tasks, such as the presentation of the activities of the institute in electronic and social media

Your Profile:

- Completed bachelor degree in the economic and/or social sciences (which includes both Bachelor programmes at WU), or equivalent qualification; ongoing Master's studies at WU, preferably at the Department of Socioeconomics; excellent study record (please document)
- High proficiency in English, which should include experience in academic writing; ability to translate academic texts from German to English and vice versa (please specify your abilities and experience)
- Good administrative skills; ability to work with the information and communication technologies common in teaching and research administration as well as public relations (prior experience will be regarded as an asset)
- An outstanding research interest in questions of economic sociology, political economy and/or socioeconomics, which should be evident from your present and/or prior studies (please specify

in a letter of motivation and add any material that you consider supportive, such as an abstract of the bachelor thesis or of pertinent term papers, a list of electives and/or any relevant extracurricular activities)

Reference Number: 3558

Application materials can be submitted online until February 21, 2018.

Please apply on our homepage www.wu.ac.at/jobs.

Travel and lodging expenses:

We regret that WU cannot reimburse applicants for travel and lodging expenses incurred as part of the selection and/or hiring process.

Equal opportunities:

WU is an Equal Opportunity Employer and seeks to increase the number of its female faculty and staff members, especially in management positions. Therefore qualified women are strongly encouraged to apply. In case of equal qualification, female candidates will be given preference. WU has established a [Committee for Equal Treatment](#), which is involved in all selection proceedings pursuant to § 42 of the 2002 Universities Act.