

Personalabteilung der WU



## JOB ADVERTISEMENT (ACADEMIC STAFF)

Pursuant to § 107 (1) of the Universities Act 2002 (*Universitätsgesetz 2002*), BGBl. I Nr. 120/2002 idgF

Organizational Unit: Institute for International Marketing Management
Head of Organizational Unit: o.Univ.Prof. Bodo B. Schlegelmilch
<p>Position:</p> <p><input checked="" type="checkbox"/> Teaching and Research Assistant (<i>wissenschaftliche/r Mitarbeiter/in</i>) <sup>1)</sup></p> <p><input type="checkbox"/> eAssistant <sup>2)</sup></p> <p><input type="checkbox"/> Teaching and Research Associate (<i>Universitätsassistent/in prae doc</i>) <sup>3)</sup></p> <p><input type="checkbox"/> eDeveloper</p> <p><input type="checkbox"/> Assistant Professor, non-tenure track (<i>Universitätsassistent/in post doc Non Tenure Track</i>) <sup>4)</sup></p> <p><input type="checkbox"/> Assistant Professor, tenure track, qualification agreement (<i>Universitätsassistent/in post doc Tenure Track Qualifizierungsvereinbarung</i>) <sup>5)</sup></p> <p><input type="checkbox"/> Assistant Professor, tenure track, development agreement (<i>Universitätsassistent/in post doc Tenure Track Entwicklungsvereinbarung</i>) <sup>6)</sup></p> <p><input type="checkbox"/> Senior Lecturer pre doc</p> <p><input type="checkbox"/> Senior Lecturer post doc</p> <p><input type="checkbox"/> Alternative Request: 75% Teaching and Research Associate or 50% Assistant Professor, non-tenure track position</p> <p><input type="checkbox"/> Alternative Request: 100% Assistant Professor, non-tenure track or two 75% Teaching and Research Associate positions</p>
Quantity: 1 x 20 Stunden/Woche oder 2 x 10 Stunden/Woche
Extent of employment: 10/20 hours/week
Part-time employment (reduced hours) possible for qualified persons with disabilities (see <i>Comments</i> below for more information). <input type="checkbox"/> Yes <input type="checkbox"/> No
Approx. start date: 01.06.2021
<input checked="" type="checkbox"/> limited until 30.09.2023 / <input type="checkbox"/> limited for add Duration
<p><input checked="" type="checkbox"/> Successor – Replacing: Aikaterini Makri</p> <p><input type="checkbox"/> Substitute position – current job holder add Text</p> <p><input type="checkbox"/> New position</p>
<p>Job description:</p> <p>Support of the Insitute of International Marketing Management in its scientific tasks, specifi- cally the tasks are:</p> <p>(a) Formaling publications</p> <p>(b) Editing of publications</p> <p>(c) Communication with international scientific authors</p>
<p>Your profile:</p> <p>(a) Ongoing studies at a university (preferable master studies)</p> <p>(b) Excellent knowledge of English (English on a native or near-native level)</p>

(c)	Good computer literacy (especially Microsoft Office)
(d)	Good communication skills and ability to work in a team
Application Period: 3 weeks (min. 3 weeks)	

<sup>1)</sup> Pursuant to the Collective Bargaining Agreement, only students who have not yet completed a master's 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.

<sup>2)</sup> Pursuant to the Collective Bargaining Agreement, only students who have not yet completed a master's 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.

<sup>3)</sup> Please note that under the terms of the WU personnel development plan, the position of Teaching and Research Associate is limited to an employment period of not more than six years. Applicants who are already employed at WU as substitute employees can therefore only be employed for the time remaining to complete the six-year period. Persons who have already been employed at WU in a Teaching and Research Associate position can only be re-employed in an Assistant Professor, tenure track position.

<sup>4)</sup> Please note that under the terms of the WU personnel development plan, the position of Assistant Professor, non-tenure track, is limited to an employment period of not more than six years. Applicants who are already employed at WU as substitute employees can therefore only be employed for the time remaining to complete the six-year period. Persons who have already been employed at WU in an Assistant Professor, non-tenure track position cannot be re-employed in this position at WU (except as a substitute employee) due to legal restrictions.

<sup>5)</sup> Please note that under the terms of the WU personnel development plan, the position of Assistant Professor, tenure track, is limited to an employment period of not more than six years. For this position, a qualification agreement can be considered after a period of two years, pursuant to § 27 of the Collective Bargaining Agreement (*Kollektivvertrag für die ArbeitnehmerInnen der Universitäten*). After successful fulfillment of any qualification agreement made, employment can be made permanent. From the perspective of organizational regulations, employees who have successfully completed a qualification agreement are to be classified as full professors.

<sup>6)</sup> Please note that for this position, a development agreement can be considered after a period of two years. Under the terms of the WU personnel development plan, the position of Assistant Professor, tenure track, is limited to an employment period of not more than six years. After successful fulfillment of any development agreement made, employment can be made permanent.

## Comments

### Application

Applications have to be submitted on our website at <http://www.wu.ac.at/jobs>.

### Female Advancement

German excerpt of WU's Female Advancement Plan (WU Statutes, Annex 4):

*Ausschreibung*

§ 25. (1) Ausschreibungstexte müssen als objektive Entscheidungsgrundlage für das Aufnahmeverfahren dienen können. Daher sind alle für die zu besetzende Stelle maßgeblichen Qualifikationen (Anforderungsprofil) in den Ausschreibungstext aufzunehmen.

(2) Ausschreibungstexte sind in weiblicher und männlicher Form abzufassen und haben keine zusätzlichen Anmerkungen zu enthalten, die auf ein bestimmtes Geschlecht schließen lassen.

(3) Ausschreibungstexte für die Besetzung von Stellen sowie für Leitungsfunktionen haben den Zusatz zu enthalten:

*„Die WU strebt eine Erhöhung des Frauenanteils beim wissenschaftlichen Universitätspersonal und in Leitungsfunktionen an und fordert daher qualifizierte Frauen ausdrücklich zur Bewerbung auf. Frauen werden bei gleicher Qualifikation vorrangig aufgenommen.“*

Motivieren zur Bewerbung

§ 26. Potenzielle qualifizierte Bewerberinnen sind durch gezielte Kontaktaufnahme und Information von der jeweils ausschreibenden Stelle zur Bewerbung zu motivieren. Über die ergriffenen Maßnahmen ist in der Begründung der Auswahlentscheidung zu berichten.

Wiederholung der Ausschreibung

§ 28. Sind bis zum Ablauf der Bewerbungsfrist keine Bewerbungen von qualifizierten Frauen eingelangt, die die gesetzlichen Aufnahmeerfordernisse erfüllen, ist die Stelle vor Beginn des Auswahlverfahrens nochmals auszuschreiben. Erhebt der Arbeitskreis für Gleichbehandlungsfragen in seiner Stellungnahme keinen begründeten Einwand, kann die Wiederholung der Ausschreibung entfallen. Langen auf Grund der neuerlichen Ausschreibung wiederum keine Bewerbungen von Frauen ein, ist das Auswahlverfahren durchzuführen.

#### Inclusion of persons with disabilities

The inclusion of people with disabilities is very important to WU, and WU is planning to strengthen its efforts in this area in the future (see WU's [Guidelines for the Inclusion of Employees with Disabilities](#) [German]).

In this context, we would like to ask you to check if it would be possible to advertise your open position as a part-time job with reduced hours to accommodate the needs of prospective employees with disabilities. In this way, you can make an important contribution to our efforts toward improving the inclusion of people with disabilities.

If you mark the appropriate box in the position announcement form with "☒ yes," the advertisement will be published including the following note: *"Qualified candidates with disabilities are strongly encouraged to apply for this position. If necessary, part-time employment (reduced hours) is possible."*

#### Publication of position announcements

The position announcement is automatically published in the WU Bulletin (Mitteilungsblatt) and on the WU website. Upon request, the Personnel Office can also arrange to have the announcement posted on various online platforms (karriere.at, standard.at, kurier.at, presse.at, etc.) or in print media.

- refugeeswork.at

In addition, the position announcement can also be posted free of charge on refugeeswork.at. This website is aimed specifically at refugees with unrestricted labor market access.

- Euraxess

Open positions for academic staff can be posted free of charge on the Euraxess website. This EU portal is intended as an information platform for people interested in working as researchers in Europe. Please contact the WU Personnel Office for the required login data. Any open

"Assistant Professor, tenure track, qualification agreement" positions are generally posted on this site by the Personnel Office.

Your contact in the Personnel Office: Jasmine Bargehr, ext. 4701 and Carina Wirth, ext. 4320

Travel and Lodging Expenses

WU cannot reimburse applicants' travel and lodging expenses incurred as part of the selection and/or hiring process.

Signature

Please send us this Word file by email (sent either from the supervisor directly or with the supervisor in Cc). We no longer require a signed original document.