



Jahrgang 2024 / Nr. 20 vom 26. März 2024

156. Stellenausschreibung – Organisationsassistent_in (m/w/d)

157. Stellenausschreibung – Professor for Methods Research in Evidence Synthesis (m/f/d)

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Zur Nachbesetzung in unserem Team in der Fakultät für Gesundheit und Medizin / Department für Demenzzforschung und Pflegewissenschaft gelangt folgende Position zur Besetzung:

Organisationsassistent_in (m/w/d)

40 Std./Woche

Inserat Nr. SB24-0048

Ihre Aufgaben

- Administration der Weiterbildungsstudien
- Unterstützung bei der Administration von Forschungsprojekten
- Terminverwaltung
- Unterstützung in der Kommunikation mit Studierenden, Lehrbeauftragten und Kooperationspartnerschaften
- Organisation von Tagungen, Events etc.
- selbständiges Erledigen aller sonstig anfallenden Organisationsagenden

Ihr Profil

Für die Bewerbung setzen wir folgende Qualifikationen voraus:

- abgeschlossene Ausbildung mit Matura oder Lehrabschluss im Bereich Büro- und Administration bzw. Fachschule
- mind. 2-jährige Berufserfahrung im administrativen oder organisatorischen Bereich
- ausgezeichnete MS-Office Kenntnisse (z.B. Excel, Word, PowerPoint, Teams)
- sehr gute Deutsch- und Englischkenntnisse (beide mind. B2)
- hohes Maß an Eigeninitiative, Selbstorganisation und Serviceorientierung
- sehr hohe kommunikative und soziale Kompetenzen

Darüber hinaus sind folgende Kriterien wünschenswert:

- Abschluss einer höheren kaufmännischen Schule (z.B.: HAK, HLW etc.)

Ihre Perspektive

- Vollzeit (40 Std./Woche - Gleitzeit) bei einem Mindestgehalt von EUR 2.599,20 brutto monatlich auf Vollzeitbasis (Einstufung gem. Kollektivvertrag der Universitäten §54 VwGr. IIIa), Bereitschaft zur Überzahlung bei entsprechender Qualifikation und Berufserfahrung
- innovatives und modernes Arbeitsumfeld am Campus Krets
- Möglichkeit zum Homeoffice sowie zum mobilen Arbeiten (im Ausmaß von max. 42% der Arbeitszeit)
- sehr gute Weiterbildungsmöglichkeiten im Rahmen der eigenen Studienprogramme, umfangreiches Angebot der betrieblichen Gesundheitsförderung sowie des Universitäts-Sportinstituts (USI)

Wir freuen uns auf Bewerbungen von Menschen mit Behinderung, welche über das geforderte Profil verfügen.

Die Universität für Weiterbildung Krets sieht in der Diversität ihrer Mitarbeiter_innen hohes Innovationspotential und bekennt sich zur Vielfalt als leitendes Prinzip.

Bitte übermitteln Sie uns Ihre überzeugende Online-Bewerbung bis spätestens **16.04.2024** über unser Online-Tool: <https://www.donau-uni.ac.at/jobs>

157. Stellenausschreibung – Professor for Methods Research in Evidence Synthesis (m/f/d)

The Department for Evidence-based Medicine and Evaluation at the University of Krems hosts Cochrane Austria and is a WHO Collaborating Centre for Evidence-based Medicine. It is currently looking for a postdoctoral researcher for a position as an:

Professor for Methods Research in Evidence Synthesis (m/f/d) according to §99 UG (Austrian Universities Act)

Minimum 20 hrs./week

Advertisement No. SB23-0146

General job description and profile:

The responsibilities of the university professor encompass the representation of and advocacy for the field of Evidence Synthesis in research and teaching. This includes assuming management and leadership roles within the department and expanding the array of courses available. The future position holder should conduct leading-edge empirical research, with the results being integrated into the ongoing PhD program.

Your Tasks:

- Conducting original research in the field of evidence synthesis, which may involve designing and conducting systematic reviews, rapid reviews, and related methods research.
- Publishing research findings in peer-reviewed journals and presenting research at conferences.
- Securing research grants and funding to support research initiatives.
- Developing and delivering courses related to evidence-based medicine, clinical epidemiology, and research methods to undergraduate and graduate students.
- Active involvement in the PhD program Applied Evidence Synthesis for Health Research.
- Mentoring and advising junior faculty and students at various levels, including PhD candidates, and guiding them in their research projects.
- Participating in academic committees and contributing to institutional governance.
- Supervising research staff, postdoctoral researchers, and graduate students working on research projects.
- Collaborating with methods groups within Cochrane.

To be considered for the position, the following selection criteria must be met:

- A doctoral degree and habilitation or equivalent qualifications in a health-related field such as biostatistics, epidemiology, public health, nursing science, or medicine.
- Established scientific track record, including publications and presentations in the field of evidence synthesis and related methodological research.
- Experience in teaching courses at a university level.
- Experience in supervising graduate and undergraduate students in their academic theses
- Demonstrated ability to secure research grants.
- Leadership experience.
- Ability to lead research teams.
- Excellent English skills equivalent to C1 proficiency.

Desirable scientific expertise includes:

- International research experience.
- Participation in international organizations or networks related to evidence-based medicine and evidence synthesis (e.g., Cochrane, Campbell, Joanna Briggs Institute).
- Demonstrated experience in developing and establishing research and teaching partnerships with both national and international partners.
- Expertise in conducting outreach activities and knowledge translation for a general audience.
- Competence in gender equality and diversity

The University of Krems sees high innovation potential in the diversity of its employees and commits to diversity as a guiding principle. At the same time, it aims to increase the proportion of female employees and explicitly invites qualified women to apply. Women will be given priority in case of equal qualifications.

Individuals with disabilities who fulfil the necessary qualifications are strongly encouraged to apply for this position.

The professor will be appointed limited to 5 years according to the appointment procedure laid down in section §99 UG.

The remuneration for this Professorship will be EUR 6,362.50 € gross per month, , on a full-time basis (according to the [collective agreement of the universities §49 VwGr. A1](#)). A willingness to negotiate higher salary exists for candidates with corresponding qualifications and professional experience. The successful candidate may work part-time, with a minimum 20 hours per week.

Please include the application abstract with your application, available in the advertisement at [Professorships - University for Continuing Education Krems \(donau-uni.ac.at\)](#) along with the necessary documents to demonstrate compliance with the selection criteria.

- Curriculum Vitae (CV)
- Cover letter
- Ideas for shaping the professorship
- List of projects
- List of publications
- Evaluations of teaching activities

We look forward to receiving your application via mail to bewerbung@donau-uni.ac.at by **May 15th, 2024**.

If you have further questions, please contact: karin.mewald@donau-uni.ac.at.

Mag. Friedrich Faulhammer
Rektor