

Job Title

Assistant Secretary to the Programme Director of Doctoral Studies

Position Summary

The Assistant Secretary will provide high-level administrative and organisational support to the Programme Director of Doctoral Studies. The role involves facilitating the effective operation of the **two doctoral programmes** by ensuring efficient communication, documentation, and coordination of administrative processes.

Key Responsibilities

- Provide comprehensive administrative support to the Programme Director in planning, implementation, and evaluation of doctoral programme activities.
- Coordinate and schedule meetings, prepare agendas, draft minutes, and manage follow-up actions.
- Maintain accurate records, databases, and documentation related to doctoral candidates and programme operations.
- Serve as a professional point of contact for doctoral students, ensuring timely and effective communication.
- Organise doctoral teaching modules, workshops, conferences, and progress review processes.
- Prepare official documents, diplomas, reports, correspondence, and records in accordance with partner university policies and procedures.
- Support quality assurance processes and contribute to programme reporting and accreditation documentation.

Qualifications and Experience

- Relevant professional experience in an administrative environment; experience in higher education administration is an advantage.
- Excellent organisational, communication, and interpersonal skills.
- Proficiency in standard office software, digital tools, and information management systems.
- Ability to work independently, exercise discretion, demonstrate reliability, and maintain confidentiality.
- Fluent in written and spoken English; German language skills are advantageous.

Benefits

As a member of the Doctorate Paneuropean Studies administrative team, you will enjoy:

- **International Collaborative Environment**
Work within a consortium of eight reputable European universities, supporting the coordination of cross-border PhD programmes.
- **Engagement in Academic Milestones**
Involvement in key doctoral milestones, including workshops, progress reviews, dissertation defenses, and the awarding of joint PhD degrees.
- **Networking Opportunities**
Interaction with faculty, supervisors, doctoral candidates, and administrators across institutions in Europe.
- **Contributing to Academic Excellence**
Support a doctoral environment recognized for its quality by AQ Austria (accreditation valid until March 2031).

Additional Information

- **Employment type:** Part-time (15 hours per week)
- **Location:** Eisenstadt, Austria (on-site)
- **Salary:** The minimum gross monthly salary based on full-time employment (40 hours/week) for this position is € 3.000,--. The actual salary will depend on qualifications and experience.
- **Start date:** As soon as possible
- **Application deadline:** 20th of July, 2025
- We are committed to diversity and equal opportunity.

How to Apply

Please send your application including:

- A cover letter outlining your motivation and relevant experience
- A detailed curriculum vitae (CV)
- Copies of relevant certificates and references

Submit your application as a single PDF document via email to:

irena.zavrl@doctorate-ps.eu

Early applications are encouraged. Shortlisted candidates will be contacted for an interview.