

Vienna BioCenter Training Team

Coordinator

Summary

We are looking for you!

Do you have excellent organizational skills, enjoy working independently, and stay on top of tasks even during busy periods? Then an exciting position awaits you in an international, supportive, and growth-oriented team at the Vienna BioCenter.

Your personal sphere of influence:

The temporary replacement position will be affiliated with the Max Perutz Labs located at the Vienna BioCenter, one of Europe's hotspots for the Life Sciences. The Max Perutz Labs are a research institute established by the University of Vienna and the Medical University of Vienna to provide an environment for excellent, internationally recognized research and education in the field of Molecular Biology.

Dedicated to a mechanistic understanding of fundamental biomedical processes, scientists at the Max Perutz Labs aim to link breakthroughs in basic research to advances in human health. The position is embedded in a team that manages the Vienna BioCenter PhD Program, a doctoral school of the University of Vienna and the Medical University of Vienna. The program is known for its international environment, coupled with science at the highest level and high-quality education, making it one of the leading centers for doctoral training in the life sciences in Europe. To maintain its exceptional quality and competitiveness, the Vienna BioCenter PhD Program seeks to fill a temporary replacement position of administrator of PhD studies. Extension is possible up to 6 years.

You will become part of the scientific training team at the Vienna BioCenter — a friendly, driven group that provides essential infrastructure on campus. More specifically, you will become part of an administrative duo that supports and communicates with all members of the community, primarily PhD students. Due to overlapping tasks, the role offers a high degree of flexibility in how the work can be organized.

Your future tasks

- You oversee and coordinate the full administrative lifecycle of PhD students, from admission to graduation.
- You handle incoming administrative queries from students and supervisors and provide timely support.
- You support teaching and exam administration
- You update and manage data documentation
- You contribute to updating the department website and information materials
- You work closely with the second administrative support member to ensure smooth workflows
- You maintain close communication with campus partners, university offices, HR, and other administrative units
- Additional responsibilities can be added depending on your interests and skill set

MAX PERUTZ LABS

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A joint venture of



Part of



Candidates

What are looking for candidates that

— Professional:

- hold a Bachelor's degree
 - A Master's degree in Life Sciences is a strong plus
- are fluent in German and English (written and spoken)
- bring experience in administrative tasks
 - Experience with university administration is an advantage
- have excellent MS Office skills
 - Knowledge of university-related software (e.g., i3v, DOXIS, HOPLA) is a plus

— Personal:

- are a team player with strong social and communication skills
- have a solution-oriented and proactive mindset
- are well organized, reliable, and able to manage tasks independently
- demonstrate strong diversity and inclusion competencies

Application

Please apply via the [Job portal of the University of Vienna](#), submitting

- Your CV
- a short motivation letter
- A copy of your relevant degree certificate
- Employment references (names to ask upon request)

Contact

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About the Max Perutz Labs

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www.maxperutzlabs.ac.at