

## Job Advertisement

### Editorial Assistant (d/f/m) (10 hours/Week)



The **Institute for Advanced Studies** is a non-university, highly visible and well-connected economic and social science research center in Europe that provides scientifically and politically relevant answers to current social challenges.

We are looking for a motivated assistant to support the editorial board of the **Empirical Economics** journal at the earliest possible date.

If you would like to gain an insight into a non-university research institution and enjoy working with different personalities, we can offer you the right environment.

#### Your tasks

- support of the editor in administrative tasks
- correspondence with scientists and the editorial team
- correspondence with the publisher and compilation of journal issues
- co-supervision of the peer review process
- maintenance of databases

#### We expect

- ongoing bachelor studies in an economic field
- very good written and oral communication skills in German and English
- excellent handling of MS Office programs (Word, Excel, Outlook) and MS Teams
- an independent, structured and accurate way of working
- sense of responsibility, commitment, ability to work in a team and open mindset

#### We offer

- flexible working hours and the possibility of home office
- central location in Palais Strozzi in the 8th district in Vienna
- company vacations (Christmas/Easter) in addition to statutory vacation days
- motivating working atmosphere and flat hierarchies
- comprehensive and structured onboarding
- active integration into a well-established and collegial team

The salary for the advertised position is at 10h/week € 595.05 gross per month (14x per year), with the willingness to overpay depending on qualifications.

The contract period is initially one year with an option for a permanent contract.

Sounds good?

Then send your application documents with CV, letter of motivation, references, proof of education and training by September 30<sup>th</sup>, 2023 by e-mail to: [bewerbung@ihs.ac.at](mailto:bewerbung@ihs.ac.at)

We attach great importance to the protection of your personal data. Please read the data protection regulations in the application process carefully [here](#) before you send your data to us.

The Institute for Advanced Studies is committed to increasing the number of women on its staff and therefore encourages qualified women to apply.

For further information, please contact Robert Kunst ([kunst@ihs.ac.at](mailto:kunst@ihs.ac.at)).

We look forward to receiving your application!