

We are looking for

**Administrative support (all genders welcome)  
(16hrs/week, initially concluded for one year with possible  
extension, Uni-KV: IIIa)**

for the international ERASMUS+ KA2 Project "NEON - Network of Competences on Internet of Things" at the Embedded Communication Systems Lab, Institute of Networked and Embedded Systems @ Alpen-Adria-Universität Klagenfurt.

The monthly minimum salary for this position as stated in the collective agreement and according to the classification scheme is € 858,90 (gross, 14 x per year), but may be higher due to previous employment periods eligible for inclusion and other earnings and remunerations. Estimated commencement of duties will be as soon as possible.

**Your duties:**

- Administrative, organizational and development activities within the international project Erasmus+ KA2 NEON
- Support to the coordinator activities
- Support to monitoring the activities, planning and project advancements
- Support on dissemination activities
- Verification of documentation and support in proof-reading the deliverables
- Project consortium expenses monitoring and preparation of financial reports

The **Embedded Communication Systems Group (EcoSys)** of Prof. Tonello performs research in electronics and telecommunications to develop solutions in several application domains: cyber physical systems, internet of things, smart mobility, smart grids and smart factories. Led by Prof. Tonello's research group, the project "NEON" and 9 international partners have the goal to establish a Network of Competence on IoT, that will allow to acquire and improve skills in IoT sector, facilitate the exchange of good practices, develop courses, modernize the study programs, develop and share teaching/learning methodologies through an open platform, organize workshops for training staff and students and to develop 5 laboratories on IoT located at each partner institution. Further details about the project and the institute can be found on the project's website [www.project-neon.eu](http://www.project-neon.eu) and the Institute's website [www.nes.aau.at](http://www.nes.aau.at).

**Required Qualifications:**

- Fluent in written and spoken German and English
- Good knowledge of MS office tools (Word, Excel)
- Experience in international cooperation projects

**Additional Qualifications:**

- Social and communicative competences
- Relevant international experience and/or relevant experience in international projects
- Knowledge of web tools and platforms for dissemination and project management
- Knowledge of other foreign languages

Applications must be submitted electronically as a single PDF file to Ms. Romana Walcher ([romana.walcher@aau.at](mailto:romana.walcher@aau.at)). Applications must be written in German or English and include a letter of motivation, the curriculum vitae and information about the work experience acquired, and any certificate that can prove the fulfillment of the required qualifications. Short-listed candidates will be invited to an interview. Travel and accommodation costs incurred during the application procedure cannot be reimbursed.

The university strives to increase the number of female staff and therefore invites qualified women to apply. Priority is given to women with equal qualifications. People with disabilities or chronic illnesses who meet the required qualification criteria are encouraged to apply.

**Application Deadline: February 4, 2021**