

For over 40 years, **Webster Vienna Private University (WVPU)** has provided its students with an internationally competitive, American-style liberal arts education in the heart of Europe. As part of a global network of campuses based in St. Louis, USA, WVPU offers a student-centered education within the framework of a European research university. We offer accredited programs in our Business and Management, International Relations, Media Communications, and Psychology Departments.

We are looking for an ambitious new team member to join our Student Services unit in the role of:

Junior Student Account Officer (f/m/d)

Mitarbeiter*In für die Finanzadministration (mit abgeschlossener kaufmännischer Ausbildung oder vergleichbarer Berufsbildung)

Minimum 30 hours/week - starting date: asap

The Junior Student Account Officer provides support to students in administrative/financial matters. The position holder supports the development of the university's scholarship program and works closely with all other units to provide service to our students.

Main responsibilities

- Contact person for students and colleagues for tuition, student refund and other payment related matters, amongst others
- Support of accounts receivables administration
- Administration of US Financial Aid refunds to students
- Administration of Webster Vienna Training Scholarships

Requirements

- Completed secondary degree (HAK/HLW or equivalent work experience)
- Up to one-year relevant work experience in financial administration and/or customer service, ideally in an educational institution or international organization
- Proficient in Microsoft Office Suite (especially MS Excel), experience in working with accounting software, preferably BMD is an asset
- Knowledge of accounting concepts and processes
- Fluent in oral and written German, good knowledge of the English language

Competencies

- Detail- and goal-orientated
- Good organizational and time management skills
- Accuracy and attention to detail

What we offer:

- Personal and professional growth: Personnel development possibilities
- Central office location: Based in the beautiful Palais Wenkheim, next to U1 station Nestroyplatz

- Work-Life-Balance: Flexible working time, home office possibilities
- Benefits: Private pension fund after one year of service
- Multi-cultural team: Team events and celebrations

WVPU is an equal opportunity employer – we are committed to a non-discriminatory employment policy and a diverse and inclusive community.
<https://webster.ac.at/academics/missionandvalues/join-wvpu.php>

What do our employees say about WVPU – <https://webster.ac.at/academics/missionandvalues/join-wvpu.php> / Our employees

As required by Austrian federal law we are obliged to disclose the *minimum annual gross compensation* for this position, which amounts to EUR 28.470,- (basis 40 hours/week); **the final salary depending on your relevant experience and qualification.**

The applicant must have the legal right to work in Austria.

If you would like to be part of our team in an international environment and wish to make a difference to our expanding educational enterprise, we are looking forward to receiving your complete application (CV, cover letter, certificates) online via our Webpage <https://webster.ac.at/academics/missionandvalues/join-wvpu.php>

Deadline for applications: January 23, 2022

Interview dates can be set prior to the deadline.

For questions related to your application, please contact the HR Department: hrdepartment@webster.ac.at at WVPU, Praterstraße 23, A – 1020 Vienna.

Your privacy is important to us and we take the General Data Protection Regulation seriously. It is our goal to be sensitive and respectful of your personal information and to adhere to all facets of the GDPR regulation. Please be aware that all personal data you provide are subject to our privacy notice which can be found at: <http://www.legacy.webster.ac.at/data-privacy/employee-and-employee-applicant-privacy-notice.html>