

The Institute for Innovation Management and Entrepreneurship at University of Klagenfurt is looking for a dedicated student to support our project on the Handbook of Teaching and Learning in Social Innovation published by Edward Elgar.

Student Assistant (5 hours per week)

Duties include in particular assisting with administrative tasks related to the Handbook of Teaching and Learning in Social Innovation, such as organizing files, coordinating with author teams, preparing the final submission to ensure it matches publisher guidelines, and tracking edits.

Period: February, 2025 – June, 2025

Extent of Employment: 5 hours per week.

Duties include:

- Supporting the editorial team with administrative tasks related to the publication of the Handbook, including sorting documents and email communication.
- Assisting with the submission of the full manuscript to the publisher.
- Providing project support at the Institute for Innovation Management and Entrepreneurship (IUG).
- Assisting in conference preparation and organization.

General conditions for the above activities

Knowledge and Skills:

- Mandatory: Proficiency in English (German is an advantage).
- Proficiency in MS Office (Word, PowerPoint, Excel).
- Strong organizational skills, attention to detail, and ability to work independently.
- Interest and/or knowledge in the fields of social innovation and education.
- Prior experience in similar roles is appreciated.

Preferred Fields of Study:

- All fields of study within the Faculty of Business and Economics (Bachelor's and Master's students).

- Specialization in innovation management and/or entrepreneurship is an advantage; knowledge of sustainability or marketing is also beneficial.
- Applications are welcome from students in International Management, Information Management, and Media & Convergence Management.

Remuneration:

Remuneration is according to the Uni-KV for student employees. For a 10-hour (10 hours per week) study assistant, this corresponds to a gross salary of EUR 552.55 per month.

Please send applications including a reference to the position, your current CV, and a short motivation letter with the subject "**Student Assistant Handbook Project**" to Milica Marković (milica.markovic@aau.at) until January 19th.