

Academic Affairs Manager (m/f/d)

Apply now

Join the best of the academic, corporate, and start-up world, and support AITHYRA, the Research Institute for Biomedical Artificial Intelligence in Vienna by creating and maintaining a valuable working environment for researchers, technicians and administration.

In close partnership with CeMM, the Research Center for Molecular Medicine, both institutes under the umbrella of the Austrian Academy of Sciences (OeAW), and the administrative leadership of Anita Ender, you will actively contribute to the strategic goals of the research institutes to enable and empower scientists and enable research excellence.

We are building the best place in Europe for outstanding AI Researchers to interact with Life Scientists and collaboratively solve revolutionary biological problems. And we want to be the best employer, fostering an inclusive and diverse culture.

AITHYRA, the place where magic happens!

www.oeaw.ac.at/aithyra/

AITHYRA's mission is to transform the way life sciences are conducted using AI to drive the biological revolution in the next decade, with the ultimate goal of improving human health.

CeMM, Science is our Medicine!

www.cemm.at

CeMM discovers and develops technologies for the exploration of human biology with the aim of fighting disease at its roots. CeMM is a member of EU-LIFE, the alliance of leading research centres in the life sciences and has received the HR Excellence in Research Award (HRS4R) from the European Commission.

In order to develop and maintain strong scientific collaborations, we are currently looking for an

Academic Affairs Manager (m/f/d)

for AITHYRA, fulltime, 40 hours per week

You will be a strategic partner to the AITHYRA Directors and for the AITHYRA scientific community, acting as a point of contact for academic partner institutions, coordinating institute-wide scientific seminars and conferences, and evaluating and implementing new tools for research assessment.

Your role

- Coordinate collaboration agreements with scientific institutions
- Serve as a point of contact for academic partner institutions.
- Serve as a point of contact for the AITHYRA scientific community.
- Work on a AITHYRA-wide academic affairs strategy and communication plan for the coming year, and coordinate activities.
- Coordinate scientific events such as seminars, conferences and workshops
- Develop and track meaningful metrics, a mix of quantitative and qualitative data, to gain a comprehensive understanding of research impact and performance applicable to research in AI/ML as well as Life Sciences.
- Support research evaluation and bibliometric assessment activities across the institute.
- Collect and analyze data to produce indicators for internal and external use. Incorporate meaningful AI tools to support research assessment.

Your profile

We are looking for a candidate with a strong passion for science and education and a good understanding of the academic system and the life sciences field.

- PhD in biology, biomedical sciences, computational sciences or related field
- Ability to interpret, influence and handle sensitive situations and confidential information.
- High standards of research integrity.
- Interest in research assessment and implementation of new tools.
- Demonstrated work ethic, personal integrity and professionalism.
- Ability to effectively manage multiple, complex priorities and deadlines.
- Commitment to equity, diversity, and inclusion.
- Excellent English language skills (both written and oral).
- Experience documented by first and/or last author publications.
- Expertise in bibliometric methods, familiarity with databases such as PubMed, Scopus, Web of Science, Google Scholar, Dimension, OpenAlex.

You should have the excellent interpersonal skills and cultural awareness required to succeed in an international environment, coupled with a service-oriented attitude, excellent communication and organizational skills, and a high level of attention to detail and accuracy.

We offer

- Work in an experienced, interdisciplinary and international team in two of Europe's leading research institutes. You will be required to relocate if you are based elsewhere and will receive a relocation allowance to support you.
- A wide range of social, cultural and sports activities organized by the Institute.
- Excellent benefits including insurance coverage, health services (in-house doctor, psychologist, ...), subsidized company cafeteria.
- Minimum gross monthly salary of EUR 4,750 paid 14 times a year.
- The normal working week is 40 hours. Core working time is the working time during which the employee must be present at the workplace. Monday to Thursday from 09:00 to 15:00 and Friday from 09:00 to 13:00. A maximum of 1 home office day per calendar week may be used.

Application details

Please apply online: <https://cemm.onlyfy.jobs/job/pgmpxhq2> with a cover letter explaining your strengths and qualifications in relation to the open position at CeMM, your CV and the contact details of 2 referees.

Application Deadline: March 10th

Additional information

| | |
|---------------|---------------------------|
| City | Vienna |
| Position type | Full-time employee |
| Start of work | 01.05.2025 |

Responsible

Memo Mokhles

Apply now