

Quality Manager

Company:

Modul University Vienna

Location:

Austria / Vienna

Discipline:

Employment Type:

Permanent Full-time

Posted:

28/11/2025

Contact Person:

If you wish to apply for this position, please specify that you saw it on AKADEUS.

MODUL UNIVERSITY VIENNA

Private University Vienna

Modul University Vienna is an international private university and offers cutting-edge education at BBA, BSc, MSc, MBA and PhD levels. Students and staff come from over 70 countries around the world, providing for a multicultural and diverse work environment.

The University Board Office at Modul University Vienna is looking for:

Quality Manager (all genders)

Full-time (40 h/w)

Your responsibilities

- Assist in revising rules and regulations while ensuring their compliance with the Private University Law (PrivHG, HS-QSG) and policies stipulated by the Agency for Quality Assurance and Accreditation Austria.
- Drafting accreditation proposals for new study programs and reaccreditations and managing related processes.
- Drafting reports for accreditation and certification agencies (e.g., Annual Report to AQ Austria, UNWTO TedQual).
- Collaboration with the Deans of the study programs for assuring high teaching quality.

- Drafting, implementing, and analyzing surveys (course evaluations, student satisfaction survey).
- Identifying concrete processes, measures, or indicators through which the quality of MU's services are regularly evaluated.
- Further developing the comprehensive QM-system that addresses the four pillars of MU (teaching, research, transfer services, administration and SDGs).
- Compile and analyze data relevant for rankings and surveys (e.g., Multirank, Statistik Austria, etc.).
- Participating in working group meetings of the Austrian Private University Conference and the meetings of the Agency for Quality Assurance and Accreditation Austria.
- Planning and conducting audits of MU activities abroad.

Your profile

- University degree, ideally a law degree, or a degree in business or management.
- Trainings and/or education in quality management in higher education or familiarity with a university environment (or the willingness to complete trainings).
- Excellent verbal and written communication skills in English; C1 level German is a must.
- Strong organizational and time management skills, proven ability to work independently and to prioritize tasks.
- Maturity and strong work ethic; proactive, agile and engaged attitude with a results-driven mindset.
- Office and project management skills.
- Affinity to collect and analyze data.
- IT affinity and excellent knowledge of MS Office, especially Excel.
- Valid work permit in Austria.

Why join us?

- A challenging and varied job at a private university which is looking to further expand its programs, research activities, and student numbers.
- Independent working style with high personal responsibility.
- An international and dynamic work environment.
- A minimum gross monthly salary of EUR 3,200 (for 40 hours) depending on qualifications, paid out 14 times per year with additional remuneration based on qualifications and experience.

Application

Please submit your application on Personio:

<https://modul-university-vienna-gmbh.jobs.personio.com/job/2422859?language=en&display=en>, including cover letter and curriculum vitae with your availability (earliest start date) and salary expectations (in English; as a single PDF file not exceeding 8 MB).

In case of questions, please contact **hr@modul.ac.at**.

About Modul University Vienna

Modul University Vienna is an international private university owned by the Hungarian company Uninvest Kft and the Vienna Chamber of Commerce and Industry.

The university campus is located on Kahlenberg, a scenic hill with a spectacular view of the capital of Austria. Since 2007, Modul University Vienna offers cutting-edge research and education in the areas of international management, data science, new media technology, public governance, sustainable development, and tourism and hospitality management.

MU Offers

- Opportunities to work from home
- Flexible working hours
- International and dynamic team
- Personal and professional development
- Independent working environment
- Public transport ticket

Modul University Vienna is an equal opportunity employer with a strong commitment to equality and diversity that does not discriminate on the basis of, among other factors, age, color, disability, ethnicity, gender or gender expressions, national origin, race, sexual orientation, or social class. We especially encourage women and people who belong to minority groups to apply and welcome all applications that can contribute to a diverse working culture.

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