

The **IHS - Institute for Advanced Studies** in Vienna is a leading non-university research institute that creates empirically based knowledge on important economic and social challenges of our time. It conducts excellent applied basic research and impartial scientific policy advice, combining economic and social science perspectives. IHS is looking to fill the following position in the IT department

IT-Services (f/m/d), part-time or full-time 25-35h/week

The IT department supports science and administration in all technical matters. This includes a complex IT infrastructure, stationary and mobile workstations with 100+ applications as well as training and documentation. Your main tasks as an IT service employee are

- Development and support of modern IT solutions with Microsoft Power Automate, Power Apps and Microsoft SharePoint
- Driving the further development of digitization in the administration
- Administration of a complex IT landscape, encompassing both on-premises and cloud environments
- Receiving, documenting, analyzing and resolving faults and requests for IT services

About you

- You have a completed relevant education (e.g. HTL) or at least two years of professional experience
- You possess excellent knowledge of Windows 10/11 and MS Office
- You have programming skills in PowerShell or Python
- You have a strong interest in innovation and are a team-oriented, outgoing individual
- You demonstrate an analytical mindset and a structured way of working
- You have a good command of both German and English

Desired additional qualifications

- Basic knowledge of HTML and WordPress
- Initial experience with AI tools
- Familiarity with enterprise environments, including Microsoft 365, Windows Server and network

What we can offer you

- Flexible working time arrangements and the option of mobile working, IHS is a certified family-friendly employer
- A great location set in the heart of Vienna and a fully operating infrastructure
- Additional company closures (Christmas/Easter) to statutory vacation
- A motivating working atmosphere and flat structures as well as the opportunity for further development and training

The position of IT service employee is to be filled on **March 1, 2025**.

The minimum salary for the advertised position is € 3,269.71 gross per month (14 times per year) based on a 35-hour work week, with the willingness to offer additional pay depending on qualifications.

IHS is an equal opportunity employer. We examine our unconscious biases and take responsibility for the career advancement of women and for creating an inclusive environment that makes every employee and candidate feel welcome.

Interested?

Please submit your application (including CV, letter of motivation and proof of education and training) by **January 6, 2025, at the latest** via e-mail to DI Peter Griessler, application@ihs.ac.at.

We will protect your personal data during the application process. Please read our data protection regulations in the application process carefully [here](#) before you submit your data to us.