

Job Posting

Assistant Position (15 hours) at the Institut für strategische Kapitalmarktforschung / Research Institute for Capital Markets WU Vienna, Vienna University of Economics and Business

The *Research Institute for Capital Markets (ISK)* is looking for a part-time assistant among interested students.

Responsibilities and Tasks

- Administrative assistance in organising the Portfolio Management Program
- PMP portfolio controlling, including monthly reports
- Support for students and communication
- Support in the application process of the students
- Management of the PMP website
- Data collection and manipulation

Requirements

- Enrolled undergraduate (BSc) or graduate students (MSc)
- Specialization (or degree candidate) in finance or financial economics
- Strong interest in capital markets, asset allocation and fund management
- It is expected that the candidate works independently
- Working hours are flexible except for availability on Monday evenings during the regular winter and summer terms (5pm – 7:30pm)
- Workload preferably 15 hours / week
- Duration of contract flexible, preferably longer than 1 year, at most 2 years

Application

Interested candidates should send their application (CV, cover letter, transcript, etc.) by e-mail to pmp@iskwien.at. We will start interviewing on an ongoing basis until the position has been filled.

The **deadline** is **10th March 2020**

For more information on the PMP please visit <http://www.iskwien.at/> and for the ISK www.wu.ac.at/isk