



VIS - Summer Helper Info Sheet 2023

employment conditions

Temporary helpers who are working during the summer for the purpose of gaining work experience are employed as „**Ferialangestellte*r**“.

The collective bargaining agreement ('Kollektivvertrag für Handelsangestellte') is the basis for all working conditions.

Payment

The salary offered is based on the salary scale of this agreement, employment group A, and we offer a 30% overpayment; the salary is therefore **€ 2.363,- gross per month**. Proportional Christmas and holiday payments are paid in addition.

There is also a legal entitlement to vacation (30 days per full year, pro-rated for shorter periods of employment). For an employment under two months, we ask you not to take vacation days during your employment; vacation replacement benefit will be paid out for the unconsumed holidays together with your last salary.

Contract length

Summer helper contracts are usually one full month or four weeks in length; in rare cases, longer contracts, up to a maximum of 9 weeks are possible. Minimum availability: four weeks throughout between 25th of June and 30th of September 2023.

The Working hours

The **weekly total working time is 38.5 hours**, not including lunch breaks. The average daily working time is therefore: **7 hours and 42 minutes**, the average daily presence time is: **8 hours 12 minutes**, including a 30-minute break. The Austrian Working-Time-Act foresees that if the daily working time exceeds six hours, the working time must be interrupted by a rest break of at least 30 minutes. You may freely dispose of your break time and also leave the school.

In general, we have flexible working hours at VIS; however, your daily working time has to be agreed with your supervisor. Please be prepared that in some areas your workday might start early to make use of the cooler morning hours.

The start and end of your working time has to be recorded, as well as all times and the reason when you leave the school premises during the working day. This will either be done on the time recording system with your VIS ID card which will be provided at the start of your employment, or by way of a paper time sheet.

It will be your responsibility to ensure that the working hours are balanced and that no 'plus' or 'minus' hours occur at the end of a month.

No overtime hours will be paid, and the proportional part of the income will be deducted in case you have not worked the agreed hours.

Further Information on the way of recording your working times will be provided by the HR team on your first day of work.



VIS - Summer Helper Info Sheet 2023 **vacant positions and application process**

The following VIS departments are looking for support:

Maintenance: Provide general support to the maintenance team, e.g.: service classrooms and other rooms (lights, doors, etc.) including paint work, clean out the basement, clean the drains of outside areas, water the plants, level out playground sand and stones, help with transports and logistics...

Purchasing Office: Check and distribute (bulk) orders; offer administrative support to the Purchasing office.

IT Department: Provide general support to the IT department, e.g.: Deploy new laptops for staff; Collect leaving staff equipment and prepare for new incoming staff, upgrade iPads to the latest IOS, clean desktop machines, replace/check beamers/sound/ HDMI connection and clean filters, tidy up tech rooms + sort office files/documentation...

Reprographics: Help with bulk printing jobs for new school year and special repro summer projects like: Repro office storage arrangements, inventory and cleaning; data entry, scanning and digitising of repro files; printing of material for new staff and offer training and support; updating of Fire Regulations and First Aid information in class rooms and offices,...

Personnel / Payroll office: offer basic office support; scanning and filling of employment-related documents; efficient and correct data entry of personnel-related data and upload of documents into our internal database.

If you are interested in more than one area of work, please make sure to upload your application separately for each department. The Selection Teams will only have access to applications received for their own section. Thank you!

Your profile

- EU Citizenship or residence permit with labour market access
- Minimum availability: four weeks throughout between 25th of June and 30th of September 2023
- Maturity, flexibility, and comfort working as part of a team.
- Strong work ethic, with a track record of meeting deadlines.
- Able to understand and follow oral and written instructions.
- Demonstrated motivational and problem-solving capabilities with a high degree of integrity and dedication to the mission of the VIS.

Applications accepted online only!

<https://forms.gle/pvUuGvjGQSt589Bt5> (Gmail account required).



Required Documents + Information

Document upload at the time of application:

Please have the following documents prepared:

- **Up-to-date CV, pdf-document**
- **Cover letters** are not a must but very welcome: please upload together with the CV as one pdf document, not exceeding 5 MB
⇒ Please title your file as follows: 'your last name'_ 'your first name'_ 'summerhelper_2023'
- For Non-EU citizens: **valid residence permit**, both sides; ideally also as one pdf (or send us a common image file format like JPEG, PNG, or GIF).
⇒ Also here, please make sure that the file title is clear and starts with 'your last name' 'your first name'
- **Name + contact details of at least one referee:** Your referees can eg. be former employers, university- or school faculty members. Please make sure you have permission to share this info with us!

Required Documents at start of employment:

We will ask successful applicants to submit the following documents before employment start:

- **Passport**
- **Adress registration:** „Meldebestätigung“
- **E-card or ÖGK-insurance print-out** (if available). *In case you do not have an Austrian social insurance number yet, we will request it from the Austrian social health insurance 'ÖGK' on your behalf.*
- **Police clearances, not older than 6 months:** HR will provide additional information and the required employer confirmation before contract start.

**The positions will remain open until filled –
an early date for application is preferred and encouraged.**

We value diversity and expressly welcome ALL applications.

We are happy to answer any questions you might have, please get in contact via email: recruiting@vis.ac.at, or give us a call: 01/203 55 95 – ext. 197 or 254.

Best wishes,

Conny Schießel, Lea Simmerl & Carola Haftner
The Human Resources Team