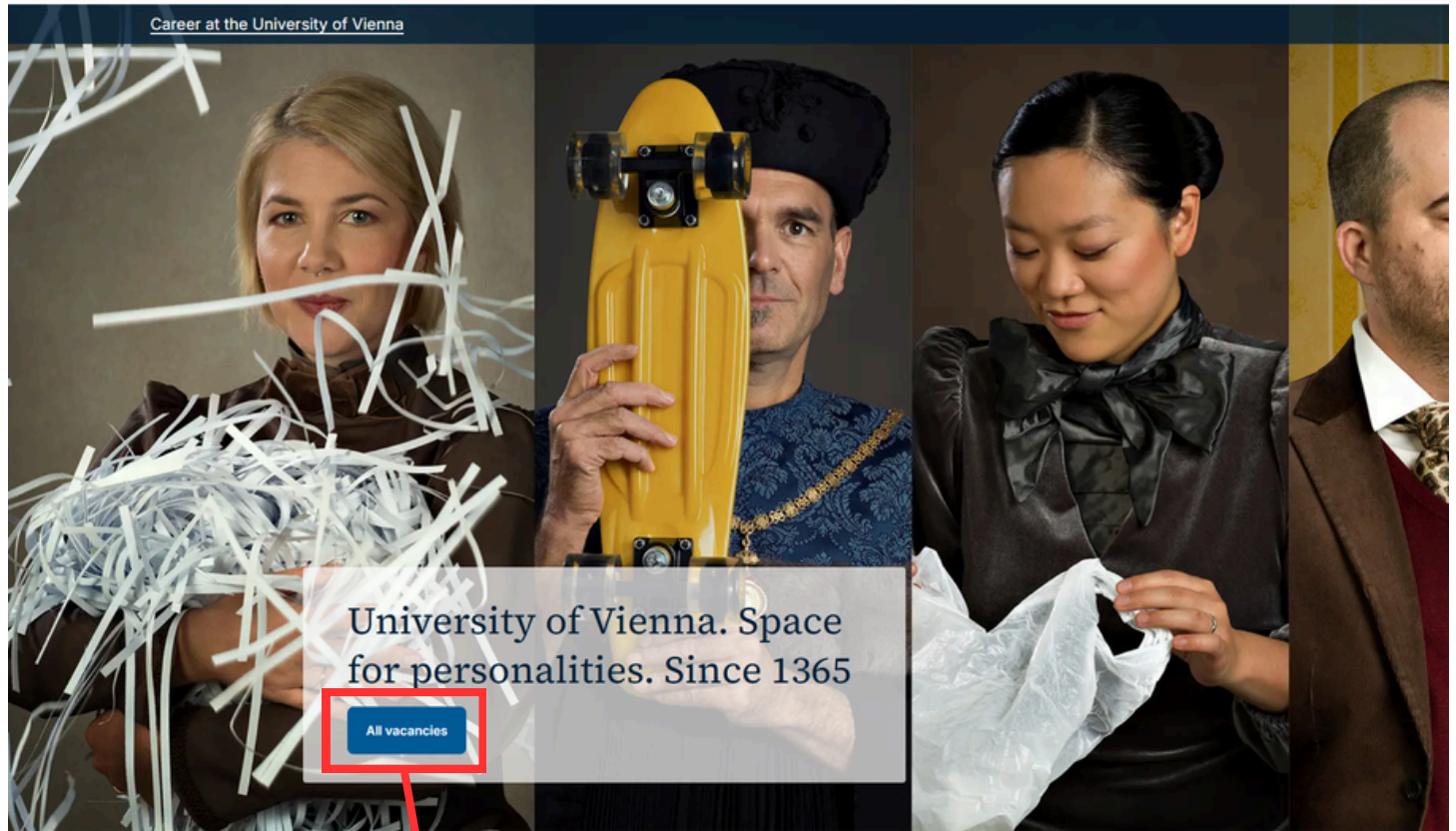


## How can you add a job alert to your candidate profile?

### Step 1.



Visit the University of Vienna career page (<https://careers.univie.ac.at/>) and click on the "All vacancies" button.

## Step 2.



Career UniVie Jobs in Research & Teaching ▾  
Jobs in Administration & Organisation ▾ All Vacancies

Language (DE/EN) ▾  
Create Profile / Login & Logout  
Employee Login

All Vacancies

Vacant professorships at the University of Vienna can be found at the following link: [Vacant job openings](#)

All other job opportunities in research, teaching and administration are listed in the overview below:

Search by Keyword

Look for job matches using keywords that end with an asterisk.  
For example, use "Organ\*" to find organizational assistant positions or "Univ\*" to find university assistant positions.

[Advanced Filter Options](#)

Search Jobs

[Clear](#)

Select how often (in days) to receive an alert:

[Create Alert](#)

Log in with your existing candidate profile

# Step 3.

Career UniVie

Jobs in Research & Teaching ▾

Jobs in Administration & Organisation ▾

All Vacancies

Options

My Profile

Job Alerts

Delete Profile

## Candidate Profile

Thank you very much for your interest in a position at the University of Vienna!

Welcome to our platform, where you have the opportunity to create your own application and enhance your candidate profile. By providing additional information, you increase your chances of being discovered by our recruiters and matched to potential job openings, should you choose this option.

We value your interest in joining our team and eagerly anticipate receiving your application.

Best regards,  
The Recruiting Team

Click Options

+ Expand all sections - Collapse all sections

> My Documents

> Profile Information

> Search Options and Privacy

> Jobs Applied

> Saved Applications

Save

### Options

My Profile

Job Alerts

Delete Profile

Choose Job Alerts

## Step 4.

Career UniVie   Jobs in Research & Teaching ▾   Jobs in Administration & Organisation ▾  
All Vacancies

[Options](#)

### Job Alerts

Your preference has been saved

I would like to receive new job posting notifications

Click "Create New Job Alert" to start setting up a Job Alert.

[Create New Job Alert](#)   [View Profile](#)

**Annotations:**

- Tick the box to receive notifications about new job postings.
- Click "Create New Job Alert" to start setting up a Job Alert.
- Click Create New Job Alert

## Step 5.

Career UniVie   Jobs in Research & Teaching ▾   Jobs in Administration & Organisation ▾   All Vacancies

[Home](#) | Job Alert Preview for ""

### Preview results for ""

Search by Keyword  
Look for job matches using keywords that end with an asterisk.

[Preview Alert](#)  
[Clear](#)

[Show Fewer Options](#)

Job Category:    Full / Part Time:    General / Scientific Staff:

Facility:

Select how often (in days) to receive an alert:

[Create Alert](#)   [Return to Job Alerts](#)

**Annotations:**

- Select how often you would like to receive notifications about new job postings.
- Filter or search for the position you are looking for.

## Step 6.

Home | Job Alert Preview for "IT Technician"

Preview results for "IT Technician".

Search by Keyword  
Look for job matches using keywords that end with an asterisk.  
For example, use "Organ\*" to find organizational assistant positions or "Univ\*" to find university assistant positions.

IT Technician

Show Fewer Options

Job Category: All | Full / Part Time: All | General / Scientific / Staff: All

Facility: All

Select how often (in days) to receive an alert: 7

Create Alert | Return to Job Alerts

Preview Alert

Results 1 – 3 of 3

Title	Job Category	Facility	Date
Technician	Laboratory & Technology	Centre for Microbiology and Environmental Systems Science	May 22, 2026
IT Technican	IT	Faculty of Computer Science	May 11, 2026
Senior Scientist (Ancient DNA lab)	(Senior) Lecturer & Researcher	Faculty of Life Sciences	May 18, 2026

Click "Create Alert" to add the alert to your candidate profile.

You can preview your alert by clicking "Preview Alert."

## Step 7.

Career UniVie

Jobs in Research & Teaching ▾

Jobs in Administration & Organisation ▾

All Vacancies

Job Alert created. Thank You.

Back to Job Listing

Go to My Applications

Now return to your candidate profile by clicking "Go to My Applications."

# Step 8.

Career UniVie

Jobs in Research & Teaching ▾

Jobs in Administration & Organisation ▾

All Vacancies

Click Options

Options

## Candidate Profile

Thank you very much for your interest in a position at the University of Vienna!

Welcome to our platform, where you have the opportunity to create your own application and enhance your candidate profile. By providing additional information, you increase your chances of being discovered by our recruiters and matched to potential job openings, should you choose this option.

We value your interest in joining our team and eagerly anticipate receiving your application.

Best regards,  
The Recruiting Team

+ Expand all sections - Collapse all sections

> My Documents

> Profile Information

> Search Options and Privacy

> Jobs Applied

> Saved Applications

Save

### Options

My Profile

Job Alerts

Delete Profile

Choose Job Alerts

## Step 9.

This list contains all newly added job profiles for which you will receive alerts once they are online.

Career UniVie    Jobs in Research & Teaching ▾    Jobs in Administration & Organisation ▾  
All Vacancies

Options

### Job Alerts

Receive new job posting notifications

By unticking the box, you will no longer receive job posting notifications.

Job Alerts	Frequency	Actions
IT Technician	7	 / 
IT Technician	7	 / 
IT Technician	7	 / 
IT Technician	7	 / 

Create New Job Alert

You can add further job alerts by repeating the process.









View Profile

You can delete job profiles you are no longer interested in.

## Step 10.

### Job Alerts

Receive new job posting notifications

Job Alerts	Frequency	Actions
IT Technician	7	 / 
IT Technician	7	 / 
IT Technician	7	 / 
IT Technician	7	 / 

Create New Job Alert

View Profile

Delete Alert: {0}

Are you sure you want to delete this Job Alert?

Cancel

OK

Make sure to click "OK" to fully delete a job profile.

# Step 11.

Neue bei jobs.univie.ac.at veröffentlichte Stellen



univie-jobnotification@noreply12.jobs2web.com



Sie erhalten diese E-Mail, weil Sie am 07.08.25 der Talent Community von Universität Wien beigetreten sind. Sie erhalten diese Nachrichten alle 7 Tage. Zu Ihrer Stellenbenachrichtigung wurden bei [jobs.univie.ac.at](https://jobs.univie.ac.at) die folgenden passenden Stellen gefunden.

## Stellen

[Technician - AT](#)

[IT Technican - AT](#)

[Senior Scientist \(Ancient DNA lab\) - AT](#)

[Stellenbenachrichtigungen verwalten](#)

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[E-Mail-Einstellungen](#) | [Abonnement stornieren](#)

From now on, you will receive email updates about the job profiles you have selected, at the frequency of your choice.