

# General Information for WU Tutors and WU Bachelor & Master Student

## Welcome to WU!

Your tasks here at WU will depend on whether you are employed as a tutor, a Bachelor or a Master Student Guide (a.k.a. mentor).

### Tutors' responsibilities

As a tutor, your job is to support other students in high-maintenance bachelor's and master's-level courses or to assist teachers with the implementation of specific teaching and learning projects.

Your areas of responsibility might include:

- Holding revision courses and practice units
- Supervising study, work, and project groups (during and after classroom hours)
- Student support during tutors' office hours
- Creating and editing learning materials
- Contributing to course restructuring and design

### Bachelor Student Guide responsibilities

As a Bachelor Student Guide, you provide general student support services. You are not assigned to specific courses.

Your areas of responsibility might include:

- Support for the Area Coordinator
- Guidance regarding the study programs and service facilities at WU Vienna
- Contribution to and networking with students
- Professional support for students as far as possible

### Master Student Guide responsibilities

As a Master Student Guide, you provide general student support services. You are not assigned to specific courses.

Your areas of responsibility might include:

- Orientation at WU and in Vienna
- Informing students of available learning support services
- Acting as a contact for questions and problems and/or liaising with service units
- Encouraging networking among students
- Acting as an interface between students and program assistants and/or academic directors

### Employment relationship

As a tutor, Bachelor, or Master Student Guide you are a WU employee and as such have specific rights and duties. Detailed information can be found in your employment contract.

The employment contract is issued for one semester:

**Winter semester:** September 16 – February 15, **Summer semester:** February 16 – July 15

If your contract is extended beyond one semester, you will be issued a supplement to your contract.

## Working hours

**Tutor:** 4,5,6 hours/week

**Bachelor Student Guide:** 10 hours/week

**Master Student Guide:** 7 hours/week

Please make sure to comply with the prescribed working hours throughout the duration of your employment. Naturally, slight fluctuations may occur during the semester.

To keep track of your working hours we recommend that you record them in WU's timesheets ("*Arbeitszeiterfassung*").

## Remuneration and vacation time

Salaries are paid out on or before the 15<sup>th</sup> of each month.

Hours	Vacation time	Gross monthly salary <sup>1</sup>
4 h/week	9 h	€ 270
5 h/week	11 h	€ 335
6 h/week	13 h	€ 405
7 h /week	15 h	€ 470

Your vacation time should be consumed – after consulting with your lecturer/supervisor – during semester break. It is not possible to have vacation time compensated financially.

To apply for vacation time, please fill out the appropriate form and send it to the Personnel Office.

## Insurance

### Depending on your working hours:

Up to 8 h/week: Your extent of employment is below the so called "marginal earnings threshold," meaning you are entitled to accident insurance only.

9 h/week or over: You have full health and social insurance coverage (the employee's share of social security will be deducted from your gross salary).

## Contacts

### For general questions about the tutoring program:

The office of the Vice-Rector of Academic Programs & Student Affairs:

Email: [lehrtutorien@wu.ac.at](mailto:lehrtutorien@wu.ac.at)

### For questions regarding your employment contract:

The Personnel Office representative responsible for your department.

Find more information here: [Personnel Office](#)

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<sup>1</sup> This is only an estimate. Your representative in the Personnel Office will inform you about the actual amount.