BOKU [career center]

Gregor Mendel Straße 33
1180 Wien
alumni.boku.wien

Service overview – Online job board

- ✓ After registering as an employer on the homepage, you can log in with your access data and enter your job advertisement. After activation by the Career Center, the advertisement will be published on the job board.
- ✓ Duration of the advertisement: 4 weeks or until the application deadline
- ✓ All legally required contents (salary, etc.) must be given.
- ✓ **Contact:** Maja Naimer, Tel: 01/47654/10440, career@boku.ac.at

valid from January 2025

Advertisements for graduates:

• **FREE:** Job ad as text block (max. 1 ad/year) *Valid for micro-enterprises (<5 employees), NGOs and start-ups, public schools/colleges/universities*	free of charge	
• **BASIC:** Job ad as text block	€	220
• **STANDARD:** Job ad with logo	€	350
• **PREMIUM:** Job ad in corporate design	€	390
• Additionally bookable: **Direct mailing** *In addition to publication on the online job market, the advertisement is sent by mail to the alumni members of the respective field of study*	€	450
• **Anonymous placement, job ad as text block** *The employer remains anonymous - applications are collected by the Career Center and forwarded to you.*	**€**	**300**
Candidate selection *We present you the most suitable 3-5 candidates from the applications, with handover of the application documents and interview documentation.*	€	1.000

Advertisements for students:

• Job ad as text block *Applies to paid student jobs (e.g., internships, master's theses, ...)*	free of charge	
• Job ad with logo	€	150
• Job ad in corporate design	€	250

All prices are exclusive of 20% VAT.
By placing an order, the client declares that he*she has read and accepted the General Terms and Conditions (see page 3).

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Flat rates – unlimited job placements for one year

- **BASIC:** Job ads as text block € 2.990

  The job advertisements are published as text ads on the job exchange for four weeks or for the duration of the application period.

- **STANDARD:** Job ads with logo € 3.990

  The job advertisements are published as text ads with logo for four weeks or for the duration of the application period on the job exchange.

- **PREMIUM:** Job ads in corporate design € 4.990

  The job advertisements are published in corporate design on the job exchange for four weeks or for the duration of the application period.

- Additionally bookable: **Direct mailing** € 1.000

  All published advertisements will additionally be sent by mail to the alumni members of the relevant field of study.

- **SPECIAL flat rate:** job ads updated weekly € 8.990

  Your career page will be scanned weekly by the Career Center and suitable job advertisements will be published in a collective advertisement with your logo on the online job board. Thus, your ad will be ranked weekly in the front and will appear every Friday in the job newsletter. Valid for 52 weeks.

Special offers

- **Banner advertising** on the job market € 750

  Duration 4 weeks, alternating with Alumni Banner

- **Logo advertising:** link to the career page of your homepage € 1.290

  Directly at the job board your logo is set with a link to the career page of your homepage. Valid for 365 days.

All prices are exclusive of 20% VAT.
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General Terms and Conditions

Scope of application
The Career Center of the University of Natural Resources and Life Sciences provides the homepage for the job exchange and, in the case of an order for a direct mailing, takes care of sending the job advertisement to the members.

Subject matter of the contract and contractual services
The BOKU Career Center offers companies the possibility to publish their job advertisements. Upon agreement, an additional selection of candidates can be carried out. Unless otherwise agreed, only one vacancy may be advertised per advertisement. The Career Center also offers annual packages with unlimited job postings for one year.
The cost of the booked service is determined by the prices in the service overview valid at the time of order acceptance.

Conclusion of the contract
The contract for the publication of job advertisements is concluded when the company places an order via the online portal and the Career Center executes/accepts the content of the contract. Other services, such as candidate selection or annual fees, require a written order (by e-mail) from the company and acceptance by the Career Center.

Obligations of the client
The client undertakes not to publish any content in its advertisements that violates applicable Austrian law. The client undertakes to comply with the applicable guidelines for job advertisements, such as gender-neutral spelling and salary information.
The client is obliged to send the graphic files for the advertising banner/link to the Career Center after placing the order.
Timely payment is the responsibility of the client.

Duties of the Career Center
Paid and unpaid company advertisements will be published as agreed upon after receipt and review of the order. The Alumni homepage and the job advertisements are updated within three days. Advertisements are usually published for four weeks or according to the application deadline. The banner and link will be placed by the Career Center within one week.

Job advertisement format
The text for job adverts is provided by the company. Minor changes to the text (e.g. correction of typing errors or gender-specific spelling) can be made by the Career Center without informing the company in advance. The logo or advertisement in corporate design must be provided in an appropriate form (as a jpeg or pdf file), and uploaded to the online portal or sent by e-mail. The size of the advertisement will be adjusted by the Career Center to fit the job window and may therefore differ from the original size. If a direct mailing has been booked in addition to the publication of the job advertisement, the advertisement will be sent by e-mail to alumni members of the relevant course.

Liability
The Career Center accepts no liability for the advertisements published by the company.

The Career Center is responsible for approving job advertisements. The publication of job advertisements may be refused without giving reasons. The Career Center is responsible for the selection of the companies that place a banner.

The Career Center is not responsible for the content of the websites referred to in this medium. Any indication of illegal or immoral content on websites to which a link is provided from this medium will be checked and, if necessary, the link will be removed immediately.

In the event of force majeure, any obligation to fulfil the order and to pay damages shall lapse. No guarantee can be given for a specific advertising effect.

In the event that the paying company's website is shut down, no claims for costs can be made. The prices quoted in the service overview are a reimbursement of costs and are not related to a successful placement.

End of contract
The contract ends at the end of the contract period. This usually ends after four weeks or depending on the specified application period. The annual fee ends 365 days after the contract is signed. The annual fee can only be cancelled early by mutual agreement. There is no right to a refund.

Payment deadline
Once you have placed your order, you will receive an invoice by email. Payment must be made within two weeks. If the payment deadline is exceeded, the Career Centre is entitled to charge interest on arrears and compound interest at a rate of 12% per annum.

Place of performance/jurisdiction
The Place of performance and jurisdiction is Vienna. Austrian law applies.