

The Research and Expertise Centre for Survey Methodology (RECSM) of the Universitat Pompeu Fabra (UPF) in Barcelona is offering the following position starting from January 1st, 2018:

Coordinator of RECSM

(Monthly gross salary: 1800 €; 30 hours per week)

About RECSM

RECSM is a valuable resource of expert knowledge for people working with surveys in the academic, commercial, and public sectors. RECSM is a multidisciplinary center focusing on research in survey methodology, data analysis, and (quasi-)experimental research designs. It is formed of different research groups and researchers, who are part of the Department of Political and Social Sciences at the Universitat Pompeu Fabra (UPF) in Barcelona. The center organizes short courses and a summer school in survey methodology and data analysis.

Tasks

- Overall coordination of RECSM
- Supporting the directors of the institute administratively
- Organization and preparation of RECSM events (short courses, workshops, summer school)
- Fundraising
- Coordination of research visits of scientists and teaching visits of professors
- Management of website and social media content

Requirements

- A university degree, preferably in political or social sciences or any other related discipline
- Professional experience in project management and fundraising
- Excellent written and spoken communication skills in English
- Knowledge of Catalan and Spanish
- Experience in public relations, science communication, and acquisition of sponsors
- Ability to work independently and pragmatically with high levels of motivation and inter-personal skills
- Creativity and endurance

What we offer

- Monthly gross salary: 1800 €; 30 hours per week.
- The contract will be initially for a duration of 8 months. The possibility to renew the contract depends upon funding of the center.
- We offer a responsible, interesting, and manifold position, room for creative participation in coordinating an established research center as well as a modern, international, and integrative working environment.

Applications should be written in English, include your curriculum vitae and a letter of motivation where you also indicate what you think your tasks would be as a manager of a research institute (1 page, English). Please, send your application to recsm@upf.edu with the object "Application RECSM coordinator". Applications are reviewed on a rolling basis until the position is filled. Evaluation begins immediately.