

The Research and Expertise Centre for Survey Methodology (RECSM) of the Universitat Pompeu Fabra (UPF) in Barcelona is offering the following position starting from the beginning of 2022.

Coordinator of RECSM

About RECSM

RECSM is a multidisciplinary centre 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 centre organizes different activities, including seminars/webinars, a winter and a summer school in survey methodology and data analysis.

Our central research topics deal with improving survey questions and questionnaires, conducting web surveys, improving causal inference with observational data and analysing survey data with advanced statistical methods. Furthermore, our research applies survey data analysis tools to substantive research topics, particularly in the fields of Political Behaviour, Social Demography and Social-Personality Psychology.

More information at: <https://www.upf.edu/web/survey>

Tasks

- Overall coordination of RECSM activities
- Coordination and support of the different RECSM research groups
- Giving visibility to RECSM both inside UPF and outside (nationally and internationally)
- Organization of RECSM events (e.g., seminars/webinars, short courses, workshops)
- Organization, coordination, management and diffusion of the winter (two weeks) and summer schools (three weeks)
- Dissemination and management of RECSM website and social media content (LinkedIn, Facebook, and Twitter)
- Coordination of research or teachings visits
- Fundraising

Requirements

- Independent administrative and organisational skills
- Proactive, solution-oriented way of working
- Team spirit and collaborative attitude
- Excellent written, oral, and electronic communication skills in Spanish and English

- Good knowledge of Catalan
- Solid use of MS office
- A university degree

Other aspects that will be valued

- Experience in project management, fundraising, public relations, science communication, and/or acquisition of sponsors
- Programming skills (e.g. HTML)
- Familiarity with graphic design or graphic design software (e.g. Illustrator or Canvas)

What we offer

- An exciting, multifaceted and responsible position with a great deal of autonomy to shape the future and the image of RECSM
- Becoming part of a dynamic and innovative team in an international university environment
- Flexible working hours with the possibility of partly remote work.
- Contract type and salary depend on the degree and experience of the successful candidate but salary might vary from 1.900 and 2.500 gross.
- The contract includes all the benefits of the Spanish public Health and Social Security System
- An initial and renewable one year contract

Candidates should submit the following to **Elsa Peris** (elsa.peris@upf.edu) using the subject "Application RECSM coordinator": 1) a cover letter, including what you think your tasks would be as a coordinator, and 2) a Curriculum Vitae. Review of applications begins on **13 December** 2021 and will stop as soon as the position is filled.