



**Date of publication of the job offer**

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**Job title:** Research Assistant (Scientific and Project Management)

**Job description**

The main aim of the **Barcelona Center for European Studies** (from now onwards, BACES) is to create and consolidate critical mass on EU Studies at the Department of Political and Social Sciences of Pompeu Fabra University (UPF) as well as to provide quality teaching, research and dissemination activities on issues related to EU affairs.

Given the need to further expand our research activities, coupled to a desire to further increase our staff and providing an opportunity to young researchers, BACES is officially offering:

**1 Position for a Research Assistant (Full-time) versatile both in Scientific and Project Management**

The main duties require:

- To provide scientific and technical assistance in the strategic and technical management of the Barcelona Center for European Studies (BACES) at Pompeu Fabra University. To assist in the growth and development of their future activities.
- To provide direct scientific and logistical/technical/management assistance to the Director of the Center
- To collaborate into the editing/writing of scientific publications relative to European Studies (EU Governance, EU Public Policy analysis) aiming at publication in high-ranking journals, as well as assisting to the collection/analysis/elaboration of qualitative and quantitative data for the research.
- To assist and participate into the management of academic and dissemination research projects relative to EU Studies (i.e. National I+D projects, EU Jean Monnet Actions, Erasmus Mundus in European Studies)

**Key-tasks and Responsibilities for the position:**

- **Scientific support:** support to the production of research papers/chapters (scientific content and editing); elaboration of datasets, specialized information and documentation search.
- **Teaching & Administrative support:** support to the development of academic/administrative documentation, e-mails and logistical management of university modules and programmes (BA, MA, PhD level). Interfacing with the relevant administrative offices of the University (i.e. rectorate, research service, secretary of the department, university library services, etc.)
- **Project Management:** organization and development of outputs/deliverables (i.e. academic documents, dissemination activities; academic seminars and conferences [online]); helping with the development of project documentation and expenditures; assisting in further grant-seeking and grant writing opportunities
- **Communication Management:** Maintenance and update of institutional websites (Liferay Platform), social media (Twitter, LinkedIn, YouTube) and Newsletter (Mail Chimp) (Opportunity for University Training provided)

**Project and Institution that finance the contract**

Barcelona Center for European Studies (BACES)

## Information on the minimum requirements

MA/PhD level candidate with a background experience in EU Studies / Social Sciences  
Experience working as Research Assistant into an academic/scientific environment will be positively evaluated

Experience in smart-working tools in the daily office: video-conferencing software (i.e. Zoom, Microsoft Teams, Google Meet, etc.); Google Package software (i.e. Google Drive for files management); Microsoft Office (particularly Word and Excel); ideally, basic knowledge of graphic design platforms such as Canvas.

Strong ability for multi-tasking and attending to several short, medium and long-term deadlines.

Capability for adapting both to autonomous and coordinated tasks.

An achiever mentality with a strong responsibility to complete each assigned task. A strong to-do attitude willing to provide feedback on duties.

Languages: High-level of English; Medium to High level of Spanish.

DESIRABLE: Knowledge of Catalan, knowledge of other European languages will be considered a plus (i.e. Italian, French)

HIGHLY DESIRABLE: Previous knowledge of EU governance, decision-making processes, and public policies; proven research background in the field.

DESIRABLE: Previous experience in the management of institutional communication

DESIRABLE: Experience in navigating National/EU public records and documents (i.e. MINECO documentation; EU portals for policy information and/or tenders and opportunities, etc.)

## Benefits of the opening

The selected candidate will be employed by the Department of Political and Social Sciences at UPF as Research Support Specialist (*Tècnic de Support a la Recerca*).

Availability to begin working as soon as possible (September 2021).

We offer firstly a six month contract with a gross salary of 21.500 Euros per year).

## Information on the application process

### Deadline to submit applications

To apply for this position, all candidates should send their own CV and a Motivation / Cover Letter clearly justifying the interest and adequacy for the position.

Applications should be sent via e-mail and addressed to the Director of BACES (Prof. Javier Arregui: [javier.arregui@upf.edu](mailto:javier.arregui@upf.edu)) no later than 21/09/21.

Please note that if an available candidate fulfills the requirements, the process may be closed beforehand.

Prospective candidates will be invited to perform an online interview to discuss their profile more in detail. This will be instrumental to the selection of a final candidate.

