



UNIVERSITY OF ŽILINA / UNIVERSITY SCIENCE PARK

Univerzitná 8215/1, 010 26 Žilina, Slovakia

Research Administrator / Communications Officer

The **ERAdiate team** at the University Science Park of the University of Žilina (Slovakia) is currently looking for a dynamic and professional person to join our team.

Location: University Science Park, Žilina.

General conditions: flex time, contract until July 2019.

Salary: min. 1500, - €, based on the education and skills.

Projects: 50% ERAdiate (FP7 Pilot), 50% MoTiV (H2020).

ERAdiate

ERAdiate is the first project funded by the European Commission to establish an ERA Chair for Intelligent Transport Systems (ITS). This lighthouse-project shall contribute to scientific excellence in ITS and support regional innovation strategies fostering economic and social development in the Žilina region. <http://www.erachair.uniza.sk>



Mobility and Time Value (MoTiV) aims at advancing research on Value of Travel Time (VTT) by introducing and validating a conceptual framework for the estimation of VTT through a European-wide data collection producing scientific and policy outcomes, as well as potential business developments. <http://motivproject.eu>

Required and desired skills:

- Good project management and organisational skills
- Communication and dissemination managements skills
- Familiar with research project preparation and implementation, preferably EU-funded projects (e.g. FP7 / H2020)
- High level of written English
- Comfortable with using Office software and web site tools such as WordPress and TYPO3
- Capability to interact with Slovak counterparts at university and outside
- Professional and proactive mindset
- Proof-reading and copy-editing skills a definite plus

Tasks:

- Review the quality and supervise revision, copy-editing and proofreading of the project deliverables and scientific publications
- Act as main contact person for communication and dissemination activities
- Supervise dissemination events and follow-up surveys e.g. lecture series, training school
- Quality check reporting activities with all project partners (across Europe)
- Administrative support (e.g. check and validate timesheets, reminders and related issues)
- Support an efficient project management incl. the financial state of projects
- Contribute to the preparation of research project proposals (national or international)
- Prepare supporting documents e.g. guidelines, manuals, agreements templates for the team
- Process work agreements with new hires and subcontractors
- Maintain and update project websites, visually and content-wise
- Maintain database of newsletter contacts and monitor data protection issues (e.g. GDPR)
- Ensure that deliverables, minutes and other project documents organised on team common drives

If interested, please submit at your earliest convenience and **no later than 10 July** your CV with a motivation letter to Prof. Tatiana Kovacikova (tatiana.kovacikova@uniza.sk) and Dr. Giuseppe Lugano (giuseppe.lugano@uniza.sk).

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