25/01/2018

Project Manager for Digital Humanities ERC project

Where to apply

Application Deadline: 25/02/2018 22:00 - Europe/Athens

Contact Details

Where to send your application.

COMPANY

Universidad Nacional de Educación a Distancia

E-MAIL

elenagbg@gmail.com

Hiring/Funding Organisation/Institute

ORGANISATION/COMPANY
Universidad Nacional de Educación a
Distancia

DEPARTMENT
Control and Communication Systems

ORGANISATION TYPE
Research Laboratory

WEBSITE
http://www.postdata.linhd.es

COUNTRY
Spain

CITY
Madrid

POSTAL CODE
28040

STREET
C/ Juan del Rosal

PHONE
+34619692112

ORGANISATION/COMPANY
Universidad Nacional de Educación a Distancia

LOCATION
Spain › Madrid

RESEARCH FIELD

Computer science › Programming

Language sciences › Philology

RESEARCHER PROFILE

First Stage Researcher (R1)

APPLICATION DEADLINE

25/02/2018 22:00 - Europe/Athens

TYPE OF CONTRACT

Temporary

JOB STATUS

Full-time

HOURS PER WEEK

37,5

OFFER STARTING DATE

28/01/2018

EU RESEARCH FRAMEWORK PROGRAMME

FP7 / Ideas-ERC

REFERENCE NUMBER

POSTDATA GA 679528

We are looking for a full-time project manager (part-time could be negotiable) for the ERC research project POSTDATA http://postdata.linhd.es/. The project, born at the Digital Humanities Innovation Lab from UNED, LINHD, is a Digital Humanities project which deals with poetry analysis, standardization and classification. It combines semantic web technologies, natural language processing and digital scholarship editing with teh analysis of more than 30 poetry projects and databases in different European languages. The team is an interdisciplinary group of high-qualified researchers from different disciplines, from linguistics, philology and literature to computer science, mathematics and semantic web engineers.

If you love technology, join us in this thrilling adventure and explore how the latest technologies of artificial intelligence can change how we understand the human way of thinking, composing poetry and help humanities researchers to transform their way of working!

The activities and tasks that will be carry out by the project manager will be to:

1. Coordinate the project planning, tasks, meetings, deliverables and results of the project. Produce project documentation, update the project handbook, meeting minutes and regular reports.

2. Follow up of the budget, expenses, reports and accountability of the project

3. Prepare the reports for the EU Commission gathering the results of the project, the dissemination activities, publications, events and impact.

4. Interact with the managing units of the university (OTAI and OTRI) and coordinate the communication between the requirements of the EU

Commission and the universitiy offices (for hiring people, holiday controlling, trips organization, project expenses, etc).

5. Contribute on the project workshops organization: engage the Spanish community to participate in the workshops, setting up the location, keep a track on the attendants (stakeholders, participants, sponsors), etc

6. Maintain the dissemination and communication activities of Postdata project both through Postdata and LINHD channels: like blog posts, social media messages, and grow the LINHD research community.

7. Update the project web, control and feed blog entries, update information and publications in the university repository, OpenAire and other media.

Requirements for this position are:

Previous experience in EU projects or project management

High level of English and good level of Spanish

Knowledge of managing tasks tools, social media tools and web/blog wordpress management (desired)

Technological knowledge (desired)

Knowledge of the Digital Humanities world of research (desired)

Enthusiastic person, team worker, easy-going character and flexible character

Candidates must sent a short CV (maximum 4 pages) and a motivation letter (maximum 2 pages) explaining why they fit for the position, with references to previous projects developed. CVs sent in other formats or motivation letters missing will NOT be accepted.

Mandatory SUBJECT of email message: POSTDATA Project Manager Application _ LastName, Name

The position will be filled as soon as we find a candidate suitable for it. Don't wait for the last minute!

REQUIREMENTS

Required Research Experiences

RESEARCH FIELD
Technology

YEARS OF RESEARCH EXPERIENCE
1 - 4

Offer Requirements

REQUIRED EDUCATION LEVEL
Technology: Bachelor Degree or equivalent

REQUIRED LANGUAGES
ENGLISH: Excellent
SPANISH: Good

Skills/Qualifications

Previous experience in EU projects or project management

High level of English and good level of Spanish

Knowledge of managing tasks tools, social media tools and web/blog wordpress management (desired)

Specific Requirements

Technological knowledge (desired)

Knowledge of the Digital Humanities world of research (desired)

Enthusiastic person, team worker, easy-going character and flexible character

Map Information

Job Work Location Personal Assistance locations

WORK LOCATION(S)

1 position(s) available at

LINHD - or private company

Spain

Madrid

28040

Juan del Rosal

EURAXESS offer ID: 274064