



Job description

BIST Academic Officer

1. ABOUT BIST

The Barcelona Institute of Science and Technology (BIST) is a leading institution of multidisciplinary research encompassing seven Catalan research centres of excellence. By fostering collaboration among members of its diverse scientific community, BIST plays a leading role in pushing the frontiers of science while becoming a global reference for training outstanding research talent.

For further information: www.bist.eu

2. POSITION

The **BIST Academic Officer** is responsible for the support, design and development of high-quality academic programs and research training courses for the BIST community and external audiences. In addition, this person works in close collaboration with the BIST research centres to grow the educational programme of the new *BIST Dolors Aleu Graduate Centre*, a Higher Education Centre affiliated to the Universitat Pompeu Fabra.

The BIST Academic Officer reports to the Head of Academic Programmes and Organisational Effectiveness and works closely with the other members of the BIST team.

3. DUTIES AND RESPONSIBILITIES

- a. Coordinate the programme of the Master on Multidisciplinary Research in Experimental Sciences and implement its academic activities.
- b. Work with Communications on marketing and dissemination of BIST academic programmes.
- c. Design and implement new academic programmes and activities.



4. EDUCATION AND QUALIFICATIONS

The BIST Academic Officer should hold a university degree, with preference given to candidates with advanced degrees. Also needed is experience in project management, in an academic or scientific setting if possible. The position requires verbal and written fluency in English, as well as the ability to speak and write in Catalan or Spanish.

We expect the candidate to have excellent organizational skills, be able to work with diverse teams crossing organisational bounds, as well as set and meet objectives and deadlines, adapting to circumstances in order to consistently deliver outstanding results.

Since the BIST Academic Officer serves as a contact person for graduate students, researchers and instructors, as well as technical staff and senior management, the candidate must be able to communicate effectively with a variety of interlocutors across diverse workplace scenarios. The candidate should also be capable of thriving in a multi-tasking team environment, exhibiting initiative, good problem-solving skills, the ability to innovate, and support the idea of science excellence in a diverse setting.

5. JOB INFORMATION

Mode: Full time.

Salary: According to the qualifications and experience of the candidate.

Working hours: Monday-Friday: 9h to 14h and 15h to 18h (flexible).

Location: Carrer Comte d'Urgell, 187 (Recinte Escola Industrial), Barcelona. Presently, we are working remotely with equipment facilitated by BIST due to the pandemic situation.

Hiring date: As soon as practical.

6. APPLICATION

Please send an email with your CV and a cover letter to Núria Bayó Puxan at info@bist.eu

At least two references are needed with full contact details from recent relevant positions. If possible, one reference should be from your latest job.

Deadline: Applications may be submitted until **September 28, 2020**, but interviews will be scheduled as applications are received, and the position may be filled prior to the application deadline.