

Job description

BIST Academic Officer

1. ABOUT BIST

The Barcelona Institute of Science and Technology (BIST) is a scientific initiative of six top research centers in Catalonia whose objective is to increase their levels of collaboration in order to build a joint scientific project.

For further information: www.bist.eu

2. PURPOSE

The BIST Academic Officer will be responsible for the support, design and development of new high quality academic programs and research training courses for the BIST community and external stakeholders. In addition, this position will involve working across the founding research centers in order to gather academic offers to build up a consistent training program.

A key activity of this position is to contribute and work effectively across a number of teams to contribute and enhance the academic program pipeline for the BIST mission.

The post holder will be reporting to the BIST Program Manager and he/she will be closely working with the other members of the BIST team.

3. MAIN DUTIES AND RESPONSIBILITIES

- a. Support the coordination for the Masters on Research in Interdisciplinary Sciences which will be launched in September 2017.
- b. Support the implementation of academic activities described in the academic program for the Masters on Research in Interdisciplinary Sciences.
- c. Support the implementation of professional skills courses oriented to the BIST community (PhD students, post-docs, group leaders, managers, technicians, among others).
- d. Support the implementation of new academic programs according to the BIST Academic Strategic Plan.
- e. Support the implementation of activities within the BIST Research and Talent programs.

The Barcelona Institute of Science and Technology centers are:





4. PERSON SPECIFICATION ATTRIBUTES

- Education /
Qualifications**
- University Degree
 - Project Management
- Experience**
- Extensive academic program work experience (+ 2 years), preferably in a scientific institution
- Related skills/
Aptitudes**
- Excellent written and verbal communication skills in English. Good knowledge of Catalan or/and Spanish (written skills in both languages will be an advantage)
 - Excellent organization skills with the ability to work to deadlines
 - Experience in working effectively within extended cross-organization teams
 - Proven ability to work efficiently and flexibly to deliver what is required
- Interpersonal Skills**
- Post holder will be a people person, a team player and a proactive, self-motivated problem solver
 - Ability to work flexibly
 - Ability to effectively interface with a wide range of interlocutors, including senior management as well as scientists, staff and students at the BIST partner organizations
 - Strong organizational and planning skills, multi-tasking capacity, and ability to work on several projects at the same time and to meet strict deadlines with minimum supervision
 - Ability to work on initiating innovative projects.
 - Ability to identify and resolve problems
 - Passion for the Barcelona Institute of Science and Technology's mission

5. JOB INFORMATION

Mode: **Full time.**

Salary: **It will be adjusted according to the qualifications and experience of the candidate.**

Working hours: **Monday-Friday: 9h to 14h and 15h to 18h, with flexibility.**

Hiring date: **Immediate.**

6. APPLICATION

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

Provide at least two contact details of references from any position related to the advertised job description and from the latest job.

Deadline: **Please submit your application by March 5, 2017.**

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