



Position Description – Project Assistant COFUND (traineeship)

Position Details

- Position Title:** Project Assistant COFUND (traineeship)
- College/Portfolio:** International & Engagement Portfolio
- School/Group:** RMIT Europe
- Campus Location:** Based at RMIT Europe in Barcelona (Spain)
- Time Fraction:** Full Time (37 hours per week)
- Salary:** 18,000 euros (gross annual salary)
- Expected starting date:** 1 September 2024
- Employment Type:** Training contract - fixed term (6 to 12 months)

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City,

Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

RMIT Europe

RMIT Europe, is a creative and dynamic hub of RMIT university based in the heart of Barcelona. It is a centre that is successfully extending RMIT University's international engagement in Europe and strategically growing the university's collaborative research and education activity in Europe. RMIT Europe is led by the Executive Director on behalf of the RMIT Europe Board. It facilitates RMIT's collaboration in the development of innovative pan-European projects attracting global knowledge from Europe, Australia and Asia to deliver local impact.

The objectives for RMIT Europe are to:

- Act as a gateway between Europe and Australia and make an impact in the region through research and innovation and life long learning
- Strengthen RMIT's reputation and profile in Europe and globally
- Increase capacity and capability , with a focus on high impact European partnerships leveraging funding from the European Commission and other national and international sources
- Develop collaborative opportunities for education with European partners
- Facilitate international experiences for RMIT staff and students with European partners and grow opportunities for global work integrated learning for RMIT students
- Leverage and grow industry partnerships to support the quality and relevance of our education and to ensure the impact of our research

For more information, visit: <https://www.rmit.eu/> and click [here](#) for a list of current research projects.

Position Summary

RMIT Europe is seeking a dynamic and motivated Project Assistant to join the Research Projects Office Team and provide support to the implementation of the EU research projects co-funded by the Horizon Europe- Marie Skłodowska-Curie (MCSA) COFUND scheme, in particular "Australia France Network of Doctoral Excellence" (AUFRANDE) and "Australia-Spain Network for Innovation and Research Excellence" (AuSpire).

AUFRANDE is a PhD training programme linking France and Australia through 64 unique doctoral training positions, involving 22 French partners and 15 Australian universities which will award dual degrees to selected fellows. AuSpire will fund 28 Postdoctoral Fellowships linking Spanish and Australian research communities.

The Project Assistant will be gaining experience in preparing and keeping records and documentation, quality control, scheduling meetings and liaising with partners, and in particular, providing support in the organisation of the application and selection process of fellows.

Support to other EU funded projects may also be required and will vary depending on the portfolio of projects at any given time– their needs and requirements.

Please note that this is a new graduate position (minimum 6 months and maximum 12 months) and therefore no prior professional experience is required. An individual training plan will be developed in line with the objectives of the trainee.

Reporting Line

Reports to:

- AUFRANDE Project Manager and AuSpire Project Manager

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety, and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

Assist the project managers in the implementation of RMIT EU programs co-funded by the EU MSCA COFUND scheme (AUFranDE and AuSpire), in particular:

- collaborating in the preparation of guides, manuals and supporting documents, including those needed for the project website such as description of projects, partners and supervisors.
- providing support in the recruitment campaign, including dissemination of the calls for applicants (in close collaboration with the communications team), organisation and follow-up of the application and selection process, eligibility checks, schedule and organisation of the interviews, enrolment of the successful candidates, etc.
- monitoring the program helpdesk and the internal communication platforms and channels.
- scheduling meetings, preparing reports, recording supporting documentation and updating the internal systems and data entry (e.g. Excel, Jira project management software) and other administrative/operational tasks as required, such as purchase orders and supplier management.
- participating as an effective and flexible member of the team and contributing to a culture of collaboration and continuous improvement through assisting with streamlining processes and support services
- undertaking other duties as directed by line manager and/or the Research Projects Office Senior Manager.

Key Selection Criteria

- Completion of university studies in Spain in economics and business, political and social sciences, law, international affairs or related fields – completed within three years or five years (for persons with a disability)
- Not previously contracted in training (contrato en prácticas) for more than one year in a different company
- Excellent written and verbal communication skills
- Excellent time management skills, the ability to multitask and meet deadlines in a high volume, changing environment
- Attention to detail and the ability to maintain the accuracy of information from a variety of sources
- Good computer literacy across a wide range of programs and applications

Qualifications

- Completion of university studies in Spain– completed within three years or five years (for persons with a disability)
- High-level proficiency in English
- Working rights in Spain

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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