



## **Project Assistant**

### **(Three year contract)**

Based in Dublin City University (DCU), the Biomedical Diagnostics Institute was established in 2005 through a Science Foundation Ireland Centre for Science, Engineering & Technology award, and industry funding. The Biomedical Diagnostics Institute (BDI) carries out cutting-edge research focused on the development of next-generation biomedical diagnostic devices measuring indicators of disease.

The BDI has an opening for a Project Assistant to support the coordination of an FP7 STREP research programme being led by BDI.

#### **Role**

The role will be a challenging project co-ordination activity and will include the following tasks:

- Assist in the co-ordination of a multi-partner EU funded project, being led by DCU
- Support the communication between the project partners including coordinating steering committee/management meetings and teleconference calls as required
- Track project deliverables according to the project proposal
- Assist the consortium leader in budgetary and technical reporting according to the requirements of the European Commission
- Assist in the coordination of a broad range of dissemination and exploitation activities undertaken by the consortium

#### **Qualifications and Experience**

The ideal candidate will have some experience in the administration and co-ordination of medium to large scale scientifically-based research projects. They will have a degree, ideally in the physical sciences and have some experience in the following areas:

- Experience in working as part of a project support / co-ordination team on multi-partner projects in an academic research environment
- Excellent organisational, administrative, oral presentation and written skills;
- Experience in the administration and maintenance of project finances and financial reporting to project auditors
- Experience in organising workshops/demonstration/conference events

- Background in developing project publicity material and website development and maintenance experience

**Salary Scale:** €21,850 - €32,930

**Closing Date:** 23 July 2010

**Informal inquiries to:** Dr. Tony Killard, BDI, DCU.

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**Application forms are available from:**

Application forms and job description are available at: [www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml)

and from Human Resources Department, Dublin City University, Dublin 9.

Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

For more information visit: [www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml)

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