



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.

Tel: +353 (0)1 700 7871 E-mail: tony.killard@dcu.ie

Application forms are available from:

Application forms and job description are available at: 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

For more information visit: www.dcu.ie/vacancies/current.shtml

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