352_22_DIR_RSTD_Intern

Job Reference

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Position

European Project Dissemination Assistant (Internship)

Data de tancament

Dilluns, 31 Octubre, 2022
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Job title: European Project Dissemination Assistant (Internship)

About BSC

The Barcelona Supercomputing Center - Centro Nacional de Supercomputación (BSC-CNS) is the leading supercomputing center in Spain. It houses MareNostrum, one of the most powerful supercomputers in Europe, and is a hosting member of the PRACE European distributed supercomputing infrastructure. The mission of BSC is to research, develop and manage information technologies in order to facilitate scientific progress. BSC combines HPC service provision and R&D into both computer and computational science (life, earth and engineering sciences) under one roof, and currently has over 770 staff from 55 countries.

Look at the BSC experience:
BSC-CNS YouTube Channel
Let's stay connected with BSC Folks!

Context And Mission

Are you passionate about organising events and learning more about science communication? The BSC is looking for a European Project Dissemination Assistant to work within the Project Dissemination Unit. A significant part of the work will involve the organisation of workshops, conferences and training courses. The chosen candidate will work in the BSC’s Project Dissemination Unit within the Research, Support and Technology Transfer and Dissemination Department and will collaborate with other team members, researchers and external partners. The European Project Dissemination Assistant will work in coordination with a team of science communication experts and will contribute to a wide range of communication and event organisation activities related to European research funded projects.
You’ll be joining an ambitious team of professionals who are passionate about making a difference and promoting the impact of HPC-related European projects for science, industry, and the public at large.

**Key Duties**

- Working with the Project Dissemination Officers to organise and monitor various BSC project events in multiple delivery formats (online, hybrid and in-person), including seminars, workshops, training courses
- Assisting with the scheduling and publishing of content in English, including websites, social media channels
- Contributing to the preparation and updating of reports, project documentation and other administrative/operational tasks as required
- Assisting with other duties that support the BSC, as specified by the Project Dissemination Coordinator and Project Dissemination Officers.

**Requirements**

- Education
  - Final year Bachelor’s /Master’s student in journalism, communications, public relations, marketing or related fields

- Essential Knowledge and Professional Experience
  - Knowledge gained in the course of related University studies

- Additional Knowledge and Professional Experience
  - Fluent in English (C1 level)

- Competences
  - Proactive and detail oriented
  - Organised and able to handle multiple tasks
  - Good written and verbal communication skills in English
  - Ability to follow institutional processes
  - Ability to work under time pressure
  - Able to take initiative, prioritise and work to deadlines
  - Outgoing and able to work in a team

**Conditions**

- The position will be located at BSC within the Research Support, Transfer and Dissemination Department
- We offer a part-time internship, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible working hours, extensive training plan, fully support to the relocation procedures
- Duration: 6 months
- Salary: we offer a competitive salary commensurate with the qualifications and experience of the candidate and according to the cost of living in Barcelona
- Starting date: 01/10/2022
Applications procedure and process

All applications must be made through BSC website and contain:

- A full CV in English including contact details
- A Cover Letter with a statement of interest in English, including two contacts for further references - Applications without this document will not be considered

In accordance with the OTM-R principles, a gender-balanced recruitment panel is formed for every vacancy at the beginning of the process. After reviewing the content of the applications, the panel will start the interviews, with at least one technical and one administrative interview. A profile questionnaire as well as a technical exercise may be required during the process.

The panel will make a final decision and all candidates who had contacts with them will receive a feedback with details on the acceptance or rejection of their profile.

At BSC we are seeking continuous improvement in our recruitment processes, for any suggestions or feedback/complaints about our Recruitment Processes, please contact recruitment [at] bsc [dot] es.

For more information follow this link

Deadline

The vacancy will remain open until suitable candidate has been hired. Applications will be regularly reviewed and potential candidates will be contacted.

OTM-R principles for selection processes

BSC-CNS is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit-based Recruitment principles (OTM-R). This is applied for any potential candidate in all our processes, for example by creating gender-balanced recruitment panels and recognizing career breaks etc.

BSC-CNS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other basis protected by applicable state or local law.

For more information follow this link

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