

Position vacancy at [Asociación de Aprendizaje-Servicio Universitario](https://www.apsuniversitario.org), ApS(U)

## University academic researcher for the European Observatory of Service-Learning in Higher Education

### Job criteria

The position will suit candidates with at least 2 years of experience on funding project management, particularly multi-partners international EU funded collaborative projects and knowledge of EU Framework Programme funding (Horizon 2020, ERASMUS+, COST Action...).

### Essential

- Bachelor Degree or equivalent
- Experience of project or equivalent writing
- Understanding of EU funding and project management
- Good communication and organisational skills, initiative and attention to detail
- Excellent English Language C1
- Experience on academic research on Human and Social Sciences

### Desirable

- Experience working within a research environment
- Demonstrable experience in raising funds
- Knowledge on Service-Learning methodology
- Knowledge on European Education Regulation
- Knowledge on policy making regarding European Higher Education
- Knowledge on qualitative and quantitative research methods.

### Main activities and responsibilities

- To seek and identify adequate sources of funding for Service-Learning research
- To disseminate information on European funding of interest to research groups
- Writing and submitting proposals for research on service-learning purposes to European calls
- To act as the interface between the European Commission, project Steering Committees, project partner organisations, third parties and research teams

### To act as project manager

- To act as the focal point both for receiving reports, comments and project funds from the European Commission and partners as well as for distributing and disseminating these further as and when necessary;
- To collect information from partners, processing of written inputs and background documents
- To work in close collaboration with projects' Coordinators and research working group
- To check and monitor budget expenditure both at project and partner organisations' level;
- To carefully check and monitor of all aspects of the projects' contractual documentation.
- To generate and submit amendments to the projects' Grant Agreements and Consortium Agreements, and to draft other agreements as required;
- To assist in the preparation of detailed interim and final reports, as outlined in the projects' EC Grant Agreements;
- To provide specialist advice and support to the Research Administration section on specific EC-funded projects;
- To liaise with European Commission officials at the negotiation, contract implementation and reporting stages.
- To support the work of the project Coordinator when necessary.

### We offer

Contract: One-year, full time position for starting on 11<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021 subject to Spanish legislation\*.

Salary: 23.541,00€

\* Due to legal issues, as the hiring entity is located in Spain, the candidate must be a resident in Spain to be employed. However, the applications from residents in other European countries are accepted. In this case, it will be considered the option of teleworking on a freelance basis.

People interested must send CV, indicating offer reference: EOSLHE University Academic Researcher to [asociacion@apsuniversitario.org](mailto:asociacion@apsuniversitario.org)

Submission deadline to apply for the job: 11<sup>th</sup> of December 2020 at 24:00 hours (CET time)

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*In accordance with current legislation on the Protection of Personal Data, we inform you that your data will be incorporated into a processing under the responsibility of the Asociación de Aprendizaje-Servicio Universitario in order to manage candidates for the selection process of company personnel. You can find more information in our [Privacy Policy](#).*