



The Vall d'Hebron Research Institute (VHIR) is a public sector institution that promotes and develops the research, innovation and biosanitary teaching of the Vall d'Hebron University Hospital. Through the excellence of our research, we identify and apply new solutions to the health problems of society and we contribute to spread them around the world.



HR EXCELLENCE IN RESEARCH

In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission **HR Excellence**.

This recognition proves that VHIR endorses the general principles of the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (**Charter & Code**).

**VHIR embraces Equality and Diversity. As reflected in our values we work toward ensuring inclusion and equal opportunity in recruitment, hiring, training, and management for all staff within the organization, regardless of gender, civil status, family status, sexual orientation, religion, age, disability or race.**

## Academic Affairs Specialist Teaching Unit

The Teaching Unit promotes and develops academic activity at VHIR, fostering the creation of new teaching initiatives and channelling the training opportunities that come from the scientific and clinical community of VHIR. The unit also includes the structure that offers service to students and professors about academic and administrative affairs in the centre, as well as coordinates the orientation procedures and academic organisation in order to guarantee the correct development of the studies, and the compliance with normative and quality guidelines.

We are currently looking for a highly motivated Academic Affairs Specialist to join our team.

### JOB DESCRIPTION

#### Education and qualifications:

##### Required:

- Bachelor's Degree in Life Sciences (preferred) or Humanities.
- Fluent command of Catalan, Spanish and English.

#### Experience and knowledge:

##### Required:

- At least 2 years of previous experience performing similar tasks.
- Knowledge of educational activities' management and organisation.

##### Desired:

- General understanding of teaching quality processes and University Academic Affairs.



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- Complementary training in educational field: courses organisation, educational methodologies, e-learning, etc.
- Good command of Learning Platforms or Course Management Systems (i.e. Moodle).
- Proficient in Microsoft Office
- Personal skills: well-organised, methodical and results-oriented person. Capacity to work in team and ability to work under pressure. Flexible and people-oriented.

### Main responsibilities and duties:

- Planning, organisation and operational development of training activities.
- Manage Academic Affairs: calendars, admissions, enrolment, certificates, diplomas, etc.
- Provide personalised support to students, professors and researchers on academic issues.
- Manage students' internships at VHIR: i) publication of offers, ii) recruitment and selection; iii) processing of educational collaboration agreements; and iii) incorporation and discharge.
- Drafting and review unit's documentation and reports (SOPs, Quality reports, Internal regulations, etc.)
- Updating and exploitation of unit's databases. Extraction of indicators, elaboration of lists and reports of results.
- Any other duties related to the job as requested to contribute to the general functioning of the Teaching Unit.

### Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate incorporation.
- Gross annual salary: 21.687 - 25.000 euros (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: Permanent



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### What can we offer?

- Incorporation to Vall d'Hebron Research Institute (VHIR), a public sector institution that promotes and develops the biomedical research, innovation and teaching at Vall d'Hebron University Hospital (HUVH), the biggest hospital of Barcelona and the largest of Catalan Institute of Health (ICS).
- A scientific environment of excellence, highly dynamic, where high-end biomedical projects are continuously developed.
- Continuous learning and a wide range of responsibilities within a stimulating work environment.
- Individual training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more)
- Corporate Benefits: platform through which you can obtain significant discounts on travel, culture, technology, gastronomy, sports... among many others.

### How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference **“Academic Affairs Specialist”** to the following email address: [seleccio@vhir.org](mailto:seleccio@vhir.org).

**Deadline to apply: 29-05-2023**