Open project manager position at the Coma Science Group, University of Liège

The GIGA consciousness, Coma Science Group, directed by Pr. Steven Laureys, has an open position for a project and administration manager (2 years funding, with a 6-month trial period). The candidate will be located at the Coma Science Group - GIGA Consciousness, University of Liège, Belgium. Position starts on March 2017.

The main tasks will be to manage European research projects and work closely with project coordinators and the financial/legal departments of the University of Liège. The candidate will also take care of the administration-related tasks of post-doctoral researchers, PhD students and internship trainees, organizing meetings, review grant proposals, and elaborate contract and collaboration agreements with other laboratories or the industry.

Required diploma:
Successfully completed MSc in Life Sciences (Psychology, Neuroscience, Biomedical Science), or a closely-related field and a strong interest in research from an interdisciplinary perspective.

Expected qualifications:
• Highly motivated candidate with interest in managing research projects on the understanding of human consciousness
• Excellent management, administration, and communication capabilities. Financial skills is a plus
• Candidate must speak fluent French and English with excellent English writing (level B2/C1)
• Excellent knowledge of MS-Office (Word, Excel and PowerPoint)
• Candidate should be able to work independently at a multidisciplinary level, while engaging in close internal collaborations

The application must include:
• One-page letter of motivation
• Curriculum Vitae
• Copies of educational certificates
• Names and contact details of 2 references and letters of recommendation (optional)

All documents should be in English. Any questions related to the position can be directed to Aurore Thibaut at the following: athibaut@uliege.be or +32 4 284 36 13.

Applicants must send the required documents to athibaut@uliege.be before February 15th 2018.