

## Research Projects Office

### Interesting work for two Project Interns

- Paid internship opportunity
- Based in Barcelona, collaborative and dynamic international team
- High-level proficiency in English required
- Eligible to complete an internship as part of your university studies in Spain.
- 20 hours per week for 6 months

### Who is RMIT Europe?

Based in the heart of Barcelona, we are the European Innovation Hub of Australian university RMIT. Our focus is on successfully extending RMIT's international engagement and strategically growing the University's collaborative research and education activity in Europe.

We facilitate RMIT's collaboration in the development of innovative pan-European projects attracting global knowledge from Europe, Australia, and Asia to deliver local impact.

A collaborative and dynamic international team, we are passionate about driving impact through our work, celebrating our achievements, and having fun along the way.

### Our values

*Big impact, Innovation, Leadership, Flexibility, Grow together*

### Let's Talk About The Role

We are looking for two motivated and energetic **Project Interns** to join RMIT Europe in these paid internship positions, for a six month period starting as soon as possible.

The Project Assistants will be mentored by a senior staff member from the Research Projects Office and will support RMIT Europe's research activities, including preparation of proposals for research and innovation funding, implementation of awarded projects and other general administrative support as needed for RMIT Europe's operations.

### About The Team

You'll be joining an ambitious (and fun-loving) team of experienced professionals who are passionate about making a difference and delivering real impact.

### Let's Talk About You

- **You're currently completing a master's degree at a University in Barcelona and are eligible to complete an internship as part of your studies. All fields are welcome!**
- High proficiency in English necessary
- Excellent listening, written and verbal communication skills with strong attention to detail
- Organised, self-motivated and ability to work independently (ensuring effective time management and prioritising of tasks to meet deadlines) and as part of a team
- Excellent desktop research and analytical skills.

### What will you be accountable for?

- Assist with project management and operational tasks like proposal development for Horizon Europe and Spanish Ministry of Science funding schemes, support in the implementation of awarded projects, in particular the REDI project, co-funded by the EU MSCA COFUND scheme

- Provide administrative support across the Research Projects Office areas and assist researchers in procurement processes
- Schedule meetings, assist with preparation of technical and financial reports, organising training events planned within the awarded projects
- Help maintenance of internal systems and data entry, e.g. Excel and Salesforce databases
- Undertake other duties.

### **Here's How To Apply**

Please send a cover letter explaining how your abilities align to the role as well as a copy of your CV to [research.europe@rmit.edu.au](mailto:research.europe@rmit.edu.au), both items to be in English and no longer than 2 A4 pages each. Please include in the subject of the email "Research Projects Office Intern".

**Applications close at 5.00pm on 29 February 2024.**