At the Faculty of Social Sciences (Department of Political Science) of the University of Vienna the position of a

Research Administrator and Assistant Position
ERC MARIPOLDATA
is vacant.

Overview:

The successful candidate will work under the supervision of Assoc. Prof. Dr. Alice Vadrot and support the daily operational, administrative and financial administration as well as communication activities of an ERC MARIPOLDATA funded project. The candidate will also support research activities as well as assist in literature search.

The ERC project MARIPOLDATA "The Politics of Marine Biodiversity Data: Global and National Policies and Practices of Monitoring the Oceans" is hosted by the Department of Political Science of the University of Vienna (Principal Investigator Assoc. Prof. Dr. Alice Vadrot). This major research previously running from November 2018 to October 2023 got extended until June 2024. The successful candidate will assist the PI throughout the last year of the project and play a role in project administration, communication, dissemination and research support activities.

Duties and responsibilities

The post holder will be part of a research team based at the University of Vienna (Host Institution) and his/her **principal duties and responsibilities** will be:

MARIPOLDATA:

- Manage the project's calendar and the travels/meetings' planning/agenda
- Assist the PI in the planning and monitoring of the project budgets in close collaboration with the Research Service of the University of Vienna to ensure all expenditure and procedures around contracts are processed efficiently through the University's finance system
- Maintain records of project information and documentation and assist researchers in the storage and backup of key data
- Manage the project website, including regular updates
- undertake research tasks, including collecting literature/news on the main topics of the study or interviews' transcription, depending on the project's needs and his/her working schedule.
- Assist the PI and her team in dissemination activities (e.g. Blogs, newsletter, content for Homepage, social media)
- Maintain internal and external communication (e.g. with administrative staff of the Department, the Faculty and the Research Service of the University of Vienna)
- Support the organisation of project-related events

Successful Candidate:

The successful candidate will need to be well organised, meticulous and confident working with spreadsheets, web-based administrative and finance systems, and a variety of digital and social media.

The ability to interact positively and to communicate effectively with the research team members as well as with colleagues from the Department of Political Science and the ERC, with a commitment to providing a high standard of service, is essential.

Duration of Employment: Until the 30th of June 2024, between 15 and 20.00 hours/week

Salary (gross): Salary scheme of the University of Vienna: §54 VwGr. IIIa

Start: as soon as possible, ideally in July

Basic Requirements:

- A first research administration experience
- Demonstrated organizational and administrative skills
- Strong interpersonal skills and ability to work in a collegial, supportive manner with department, faculty and staff
- Excellent prioritization skills, strong analytical, problem-solving and decision-making skills
- Excellent communication skills in German and English, both written and oral
- Proficient with MS Office applications (Outlook, Word, Excel, PowerPoint) and the internet
- Experience in the area of public relations and communication
- Experience in the use of social media
- Experience in financial management/budget planning

Preferred Qualifications:

- Experience in administration of EU funded projects.
- Interest in Political Science, Science-Policy interfaces, Marine Politics, Data Politics.

Application:

Applications including a letter of motivation and curriculum vitae (in English or German) should be sent electronically to *maripoldata.erc@univie.ac.at* by the 11th of June **2023.**

Selection & Next Steps:

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process.

Interviews will be held on the 19th of June 2023.

For informal enquiries about this job, contact the PI, Dr Alice Vadrot, via phone +43-1-4277-49455 or email: *alice.vadrot@univie.ac.at*

The University of Vienna intends to increase the number of women on its faculty, particularly in high-level positions, and therefore specifically invites applications by women. Among equally qualified applicants' women will receive preferential consideration.

About the Project:

MARIPOLDATA

In order to protect marine biodiversity and ensure that benefits are equally shared, the UN General Assembly has decided to develop a new legally binding treaty under the United Nations Convention on the Law of the Sea. Marine biodiversity data will play a central role: Firstly, in supporting intergovernmental efforts to identify, protect and monitor marine biodiversity. Secondly, in informing governments interested in particular aspects of marine biodiversity, including its economic use and its contribution to biosecurity. In examining how this data are represented and used, this project will create a novel understanding of the materiality of science-policy interrelations in global environmental politics as well as develop the methodologies to do so. This is crucial, because the capacities to develop and use data infrastructures are unequally distributed among countries and global initiatives for data sharing are significantly challenged by conflicting perceptions of who benefits from marine biodiversity research.

The central objective of MARIPOLDATA is to develop and apply a new multiscale methodology for grounding the analysis of science-policy interrelations in empirical research. An interdisciplinary team, led by the PI, will collect and analyse data across different policy-levels and spatial scales by combining 1) ethnographic studies at intergovernmental negotiation sites with 2) a comparative analysis of national marine biodiversity monitoring policies and practices and 3) bibliometric and network analyses and oral history interviews for mapping the field of marine biodiversity science.