



Research Assistant and Research Administrative Assistant (Part-time)

Roles	<u>Role 1:</u> Research Assistant <u>Role 2:</u> Research Administrative Assistant		
School	Dooge Centre for Water Resources Research, School of Civil Engineering, University College Dublin (UCD)		
Primary Location	UCD School of Civil Engineering		
Supervisor/Line Manager	Dr Md Salauddin, UCD		
Type	Part-time (1 day per week)	Start Date	23 rd Sep 2024
Duration	3 Months (Approx.)	End Date	22 nd December 2024
<p>The environmental hydrodynamics and coastal resilience (EHCR) research group, led by Dr Md Salauddin at UCD, invites applications for a part-time Research Assistant and a Research Administrative Assistant for a three-month period within the UCD School of Civil Engineering, starting in 23rd of September 2024.</p>			
Role 1: Research Assistant (Part-time)			
<p>Salary: Research Assistant scale €31,150-€34,140 pro rata / €15-19 per hour, depending on experience.</p>			
<p>Principal Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Conduct a specified programme of research and scholarship under the supervision and direction of your Principal Investigator. • Engage in appropriate training and professional development opportunities as required by your Principal Investigator, your School or Institute, or the University. • Engage in the dissemination of the results of the research in which you are engaged as directed by and with the support of and under the supervision of your Principal Investigator. • Engage in the wider research and scholarly activities of your research group, School and Institute. • Carry out administrative work associated with your programme of research. 			
<p>Qualifications</p> <ul style="list-style-type: none"> • Bachelor's (BSc or BEng) or Master's degree in Civil Engineering or a related field. • Experience and training in the areas related to physical and numerical modelling of coastal processes. • A demonstrated commitment to outreach activities related to engineering. • An understanding of the operational requirements for a successful research project and project management. • Excellent Communication Skills (Oral, Written, Presentation etc). • Excellent Organisational and Administrative skills including a proven ability to work to deadlines. • Candidates must demonstrate an awareness of equality, diversity and inclusion agenda. 			

Role 2: Research Administrative Assistant (Part-time)

Salary: Executive Assistant scale € 30,214-€32,693 pro rata / €15-17 per hour, depending on experience.

Principal Duties & Responsibilities:

- Assist with the planning, coordination, and management of research projects.
- Facilitate communication between research team members, including scheduling meetings and coordinating activities.
- Coordinate logistics for research meetings, workshops, and conferences.
- Prepare newsletters, press releases, and other communication materials to disseminate research findings with the support from the lead PI/line manager.
- Assist in preparing research progress reports, presentations, and publications.
- Maintain true records of all research activities, including progress reports, meeting minutes, and correspondence.

Qualifications

- Bachelor's or Masters's degree in a relevant discipline.
- Strong communication skills.
- Good organisation and time management skills
- An understanding of the operational requirements for a successful research project and project management
- Previous experience in desk-top research and project administration (desirable)
- Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.

How to Apply: Please send a single PDF of your i) 1-page cover letter (outlining why you think you are suitable for the role) and ii) CV to md.salauddin@ucd.ie. Please specify the position you are applying for in the subject line of your email.

Application Closing Date: 17 September 2024, 5 pm, Irish Standard Time.