



## **GEECT Admin and Comms Coordinator (job description)**

### **Duties**

The position of GEECT Administration and Communications Coordinator requires facilitation of processes from meetings, implementation of strategic organizational procedures and high level skills in managing, writing, communication and coordination of GEECT events and its activities.

Working closely with the GEECT executive and its membership; administrative work derived from the executive committee's work will include tasks linked to: recording meetings, compiling minutes, coordinating activities and reports, event production; travel, accommodation, hospitality and some budget management, tracking expenditure; report writing and the implementation of good internal and external communication routines. Support to events and support to external funding applications. The position will require ability to work with web communication and social media platforms.

### **Assessment criteria**

#### *Essential:*

##### Knowledge base

- Documented experience of work in administration and project coordination
- Evidence of a highly developed and broad administrative skillset
- Experience of senior administrative role
- Basic project management skills

##### Communication and digital skills

- Excellent communication and writing skills
- Oral and written fluency in English
- Evidence of broad set of digital competencies
- Manage web communication and web presence and updates
- Experience in social media communication in project(s) and/or institutional work

##### Personal profile

- Evidence of a capacity to use own initiative and problem solve
- Evidence of a capacity to work independently and collaboratively
- Evidence of a capacity to persist and complete tasks
- Evidence of willingness to acquire new skills where required to complete task(s)
- Capacity to implement feedback in a positive way and ability to work in a team

**DESIRABLE:**

- Experience of working in higher education
- Experience of working in a multicultural context
- Experience in events management

**Employment**

The employment is part-time for a limited contract of 50% for one year under the secondment model. This means candidates can come from a GEECT school that through a secondment model receive financial coverage for the time allocation of the selected human resource. (it is a remote position, no 'office' provided)!

Start date is 1<sup>st</sup> April 2024, or a later date agreed upon with the successful applicant.

The line manager for this post is the Chair of the GEECT Executive.

**Contact information**

Potential applicants are strongly encouraged to contact: Chair of GEECT, Manuel Damásio

If you have any questions about the recruitment process, please

contact: [mjdamasio@ulusofona.pt](mailto:mjdamasio@ulusofona.pt)

**Application**

**Submit your application to the GEECT chair BY THE 29TH OF FEBRUARY. INTERVIEWS DURING FIRST WEEK MARCH. PUBLICATION RESULTS 25<sup>TH</sup> MARCH.**

As an applicant, it is your responsibility to ensure that the application is complete as per the vacancy notice and received by the final application deadline.

The application should contain:

- A motivation letter in English describing how your previous experience qualifies you to meet the requirements of this post (max 3 pages).
- Copy of ID card
- A CV identifying two nominated referees (that may be approached by the panel for references) and their contact details (email & contact number). One of the nominated referees should preferably be a recent employer. The CV should provide some of the evidence relevant to the criteria itemised for the post.

Shortlisted candidates will be required to complete a task test for the interview process.