



## **Part-time Administrative Assistant Position**

Universidad de Alcalá (UAH)- Madrid, Spain

The University of Alcalá ([www.uah.es](http://www.uah.es)) offers an Administrative Assistant Position in the research group “Social and cardiovascular Epidemiology” coordinated by Dr. Manuel Franco, to work on the project:

### **Social and Physical Urban Environment and Cardiovascular Health: The Much Needed Population Approach Heart Healthy Hoods**

This project combines a rigorous epidemiological design with a social science perspective measuring the urban environment of all neighborhoods in Madrid City correlating these results with cardiovascular primary care health records.

For more information on the group and the Heart Healthy Hoods project visit: <https://hhhproject.eu>

#### **Position description:**

Required tasks are as follows:

- To follow up the budget of the project.
- To generate financial reports for the funding agency and for the University.
- To support the research team on the search of funding calls.
- To support the research team on the preparation of new research proposals.
- To develop paper work and justifications of grants and fellow ships of the research team.
- To communicate with the principal investigator, project manager and the HHH team regularly and fluently.

#### **Requirements:**

Bachelor's degree or technical degree in economics or administration related discipline with a minimum of 3 years of related experience required (economic follow up and justification of research projects). The candidate should have excellent organizational, communication and writing skills in English and Spanish. Excellent management skills in Microsoft office package, email, internet and social networks.

Desirable previous knowledge of national and international funding agencies, specially FP7 /H2020 programs.





**The University of Alcalá offers:**

Contract: A 2 year part-time contract with a 6 months trial period.

Status: Part time. (25 hours per week).

Annual gross Salary: depends on qualifications and experience of the candidate.

Integration in a young research group with an excellent scientific and personal environment

Tentative starting date: as soon as possible.

Location: National School of Public Health, ISCIII, Campus Chamartin, Madrid. Twice a month in School of Medicine of Alcala.

Contact: [manuel.franco@uah.es](mailto:manuel.franco@uah.es) ; [hearthealthyhoods@uah.es](mailto:hearthealthyhoods@uah.es)

Applicants should submit: (1) a current CV, (2) a cover letter written in English stating your motivation to join the project, and (3) reference letter from three referees or previous supervisors to [hearthealthyhoods@uah.es](mailto:hearthealthyhoods@uah.es) before March 15, 2017.

February 21, 2017. Madrid

Manuel Franco MD, PhD, Principal Investigator HHH Project