

Job offer

JOB

SPAIN

[Universitat de Barcelona](#) | Posted on: 8 April 2025

Technician Project and Executive Assistant - AI4HF

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8 Apr 2025

Job Information

Organisation/Company

Universitat de Barcelona

|  |                                     |
|--|-------------------------------------|
| Department   | OPIR                                |
| Research Field   | Other                               |
| Researcher Profile   | First Stage Researcher (R1)         |
| Positions  | Bachelor Positions                  |
| Country  | Spain                               |
| Application Deadline   | 25 Apr 2025 - 23:59 (Europe/Madrid) |
| Type of Contract   | Temporary                           |
| Job Status   | Full-time                           |
| Hours Per Week   | 35                                  |
| Offer Starting Date  | 1 Sep 2025                          |
| Is the job funded through the EU Research Framework Programme?         | Horizon Europe                      |
| Reference Number   | Nº GA 101080430                     |
| Is the Job related to staff position within a Research Infrastructure? | No                                  |

## Offer Description

We are offering an exciting position as Project and Executive Assistant at the University of Barcelona, to support the coordination activities of European research projects within the **Artificial Intelligence in Medicine lab** ([www.bcn-aim.org](http://www.bcn-aim.org)). This role is crucial in ensuring the smooth administrative and operational management of the projects while also providing executive support to the Principal Investigator (PI) and team members. The Project and Executive Assistant will oversee key administrative and logistical aspects of the research projects and the lab, providing essential 'back-office' services for successful project execution and assisting the PI and team members in managing day-to-day tasks.

### Key Responsibilities:

- **Executive Support to the PI and Team:** Assist in managing the PI's agenda, social networks, travel schedules, and any other activities he may need. Support BCN-AIM team members in their day-to-day communication, management, and administrative activities.
- **Travel Coordination:** Organize and oversee travel arrangements for the PI and team members, including flights, accommodations, reimbursements, and expense tracking.
- **Project Administration & Management:** Support the overall administration and coordination of EU-funded research projects, specifically managing purchases, reimbursements, and project-related travels.
- **Financial Tracking:** Monitor all project-related costs in collaboration with the UB Research Service (Fundació Bosch i Gimpera).
- **Recruitment & Onboarding:** Coordinate hiring processes for postdocs, technicians, and students joining the lab, as well as overseeing their onboarding process.
- **Visiting Student Enrolment:** Handle the enrolment process for visiting students in the lab.

- **Purchasing & Reimbursements:** Manage the procurement of lab materials and services, ensuring efficient processing of reimbursements related to the projects.
- **Administrative & Communication Support:** Assist team members with internal and external communications. Help organize EU project-related meetings, workshops, and other events.
- **University Collaboration:** Liaise with various administrative and research support services at the University of Barcelona to ensure smooth project operations.

We offer:

- A dynamic position in beautiful Barcelona and its Mediterranean climate.
- Research experience within a prestigious university (1st position in Spain).
- Cutting-edge research in AI for healthcare in one of the most dynamic research groups in Europe (10 active projects including an ERC grant).
- An international research environment with a multi-cultural team representing all continents.
- Opportunities to collaborate with international and interdisciplinary collaborators as part of the European projects.
- Flexible working hours, with possibility to telework.

The requirements for the position are:

- Bachelor's degree
- Good knowledge of English and Spanish and/or Catalan
- Aptitude to work independently and meet deadlines
- Proven ability to prioritize a varied workload and meet tight deadlines while maintaining a high level of accuracy and attention to detail
- Experience with administrative tasks in projects
- Good team spirit and participation to the lab's scientific life

### **The research projects:**

You will join our AI for cardiology team, as part of ongoing projects such as AI4HF (<https://www.ai4hf.com/>) and DataTools4Heart (<https://www.datatools4heart.eu/>), funded by the European Commission and some coordinated by our lab. In these projects, we are developing new trustworthy AI solutions for personalised medicine approach to tailor the care models in the field of cardiovascular diseases. In particular, we are interested in new AI solutions for risk assessment and patient management. The project will build on a unique set of big data repositories, real-world hospital data, trustworthy AI methods, computational tools and clinical results from major EU-funded projects in cardiology leveraging federated learning. Should you join our team, you will collaborate with several technical and clinical partners within and outside Europe (e.g. in the Netherlands, United Kingdom, Greece, Spain, Belgium, France, Germany, Portugal, Peru, Tanzania, Czechia, Turkey).

### **The Group:**

The successful candidate will join the Artificial Intelligence in Medicine Lab ([www.bcn-aim.org](http://www.bcn-aim.org)), which is an integral part of the University of Barcelona's Faculty of Mathematics and Computer Science. It is a young and dynamic research lab, highly active in international projects, and composed of >20 enthusiastic academics, researchers, students and research managers, with expertise in data science, machine/deep learning, biomedical informatics, biomedical ethics, and health-related applications. The research team has an established track record in coordination and participation in national, European and international projects in biomedical data science and medical AI (e.g. EuCanImage, LongITools, HealthyCloud, RadioVal, DataTools4Heart, Youth-GEMs, HappyMums, AIMIX, AI4HF, YOUTHreach).

### **The Institution:**

The University of Barcelona (UB), founded in 1450, is one of the oldest universities in Spain. It comprises a student body of 84,370 and 4,548 research staff members. With 73 undergraduate programs, 273 graduate programs and 48 doctorate programs, UB is the largest university in Barcelona and Catalonia. The UB is ranked the first Spanish university according to several rankings (QS World University Rankings 2018, ARWU/Shanghai Ranking 2018). It is particularly interested in fostering international relations and, for many years, has managed an average of 150 European projects per year. Since January 2010, Universitat de Barcelona is part of the prestigious League of European Universities Research (LERU).

Gross salary per year: 38.140,24€.

## Where to apply

**Website** <https://t.ly/Zdave>

## Requirements

|                        |                               |
|------------------------|-------------------------------|
| <b>Research Field</b>  | Other                         |
| <b>Education Level</b> | Bachelor Degree or equivalent |

### Skills/Qualifications

- Bachelor Degree
- Strong IT skills
- Experience with administrative tasks in projects.
- Proven ability to prioritise a varied workload and to meet tight deadlines.
- High level of accuracy and attention to detail.
- Team player and ability to work independently.
- Good knowledge of English and Spanish and/or Catalan

### Specific Requirements

- Excellent organisational, communication and interpersonal skills.
- Ability to work in international, multicultural, and interdisciplinary environments.
- Good team spirit and participation in the life of the lab.
- Passion for applications of artificial intelligence in biomedicine and healthcare.

|                  |         |
|------------------|---------|
| <b>Languages</b> | ENGLISH |
|------------------|---------|

|              |      |
|--------------|------|
| <b>Level</b> | Good |
|--------------|------|

|                       |       |
|-----------------------|-------|
| <b>Research Field</b> | Other |
|-----------------------|-------|

## Additional Information

### Eligibility criteria

The selection is carried out by means of an interview, in which one or two questions related to the main function to be carried out in the programme or project will be asked. The interview is assessed with an overall score of zero (0) to ten (10).

The minimum score to pass is five (5) points. The assessment criteria for the interview are as follows:

- Suitability of the candidate to the main function to be carried out
- Curricular experience
- Professional knowledge and skills
- Communication skills and motivation

The selection board will preferably conduct the interview using a suitable online procedure.

### Selection process

A resolution of adjudication is issued to the person who, having passed the selection procedure, obtains the highest score and publishes the prioritised list of applicants who have passed the selection process, indicating the scores obtained, for subsequent recruitment, if necessary.

### Additional comments

The candidate proposed for hiring must accept the job offer within **5 working days** from the date of notification of the selection.

Priority will be given to people with disabilities (Law 89/2015 of June 2, reserve of quota 2% in favour of people with disabilities in companies of 50 or more people).

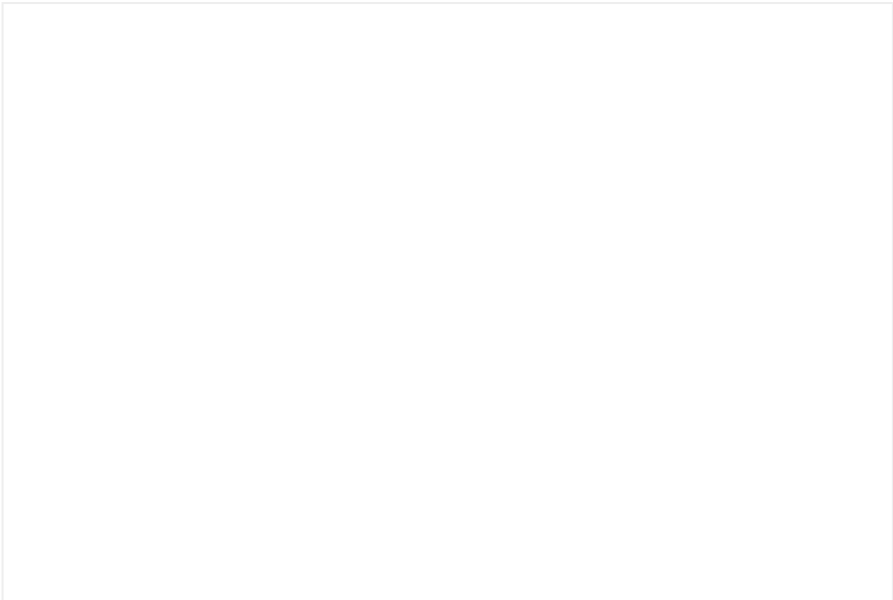
Be aware that the starting date sets in this offer is an estimate date. The official starting date will depend on the bureaucratic time that will take the preparation of the labour contract and presentation of the necessary documents to be hired by the selected candidate.

For additional information regards this offer, please, contact: [paloma.fernandez@ub.edu](mailto:paloma.fernandez@ub.edu)

## Work Location(s)

|                            |                                      |
|----------------------------|--------------------------------------|
| Number of offers available | 1                                    |
| Company/Institute          | Universitat de Barcelona             |
| Country                    | Spain                                |
| State/Province             | Barcelona                            |
| City                       | Barcelona                            |
| Postal Code                | 08007                                |
| Street                     | Gran Via de les Corts Catalanes, 585 |

Geofield








Contact

|                |   |
|----------------|---|
| State/Province | Barcelona   |
| City           | Barcelona   |
| Website        | <a href="https://web.ub.edu">https://web.ub.edu</a> |
| Street         | Gran Via de les Corts Catalanes, 585                |
| Postal Code    | 08007   |
| E-Mail         | paloma.fernandez@ub.edu                             |

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