

Vacancy for half-time position as Coordinator of the Educational Program at the Institute for Interdisciplinary Innovation in healthcare (I3h)

Context of the I3h Institute

We aim at educating the next generation of healthcare professionals and developing scientific knowledge to efficiently contribute to the development of innovative technologies and strategies.

Our vision is to bridge competencies and expertise from various disciplines and foster collaboration to contribute to patient-centered healthcare advances.

I3h is located on both campus Solbosch and Erasmus of the Université libre de Bruxelles (ULB), Brussels, Belgium. Multidisciplinary by nature, I3h is organized as a virtual institute, that is a collaborative research and education environment, linking complementary expertise to elaborate and educate on innovation in healthcare.

Responsibilities

- Support the organization and execution of the educational program and its digital platform
- Support the set up and coordinate the ADVANCE project (Erasmus + grant)
- Assist in the effective organization by handling: logistics, travel arrangements, administrative tasks including account maintenance, suppliers management, audio-visual equipment transport
- Provide standard information in response to queries in a timely manner and refer requests outside knowledge to the appropriate person
- Update tracking files, databases and other documents related to logistics
- Prepare and edit documents, spreadsheets, and presentations
- Handle ad hoc requests and queries from senior managers

Required Profile

- Have EU nationality and/or right to live and work in Belgium without a work permit
- Have a Bachelor degree and/or have previous experience in general office administration
- Excellent verbal and written skills in English and French (Dutch is a plus)
- Proficiency in MS Office (Outlook, Excel, Word, PowerPoint)
- Project management and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Experience in event organization and office management is a plus

Offer

- Half-time position for a minimum period of 9 months with the possibility of contract's renewal.
- Stimulating and varied job in a professional and dynamic organization
- Permanent coaching in a pleasant and stimulating working environment
- ULB advantages

We strive to hire people who reflect this innovative vision and embrace interdisciplinarity, diversity and inclusion to advance innovation in healthcare, develop a lifelong learning program for professionals, and grow the Institute.

Application Procedure

Please send your CV and cover letter by **10th of September 2019** to info@i3health.eu with subject line "Coordinator of the Educational Program – Application".

Applicants should be ready to start ideally on the **1st of October 2019**.