



Vacancy

Project Officer at Intimacies of Remote Warfare Programme

We are looking for a new Project Officer for the *Intimacies of Remote Warfare* (IRW) programme. As Project Officer you will facilitate the work of the rest of the team by taking the lead in the administrative tasks involved in running a research programme.

In any given week this role can include:

- leading public engagement through our website and social media channels;
- producing the monthly 'Remote Warfare Round-up', collating and summarising the latest developments in remote warfare for a mixed audience;
- managing shared drives and calendars;
- scheduling, chairing and notetaking internal and external programme meetings;
- preparing briefing notes, position papers and other materials for programme events;
- identifying and pursuing funding opportunities to help the programme expand;
- identifying and facilitating opportunities for collaboration with external societal partners.

Alongside these general tasks you also provide additional support for a number of programmes and ongoing projects, both in administrative and research capacities.

Project Officer profile

This position has a strong research profile and would be best suited for a former (or current) student of Conflict Studies, IR or other related fields with strong writing skills. You are preferably available for a minimum of 6 months, on a minimum of 8 hours a week, preferably 16. Our communal office days are Thursday and Friday but as project tasks might continue during the week you should have the ability to manage your time flexibly.

Feel like joining the team? Write a 500 word motivation letter and send it to Dr. Lauren Gould at l.m.gould@uu.nl before October 15th 2021.