

Academic Collaboration Specialist

The International Clinical Research Center of St. Anne's University Hospital in Brno (FNUSA-ICRC) is a leading research and science center in Central Europe with more than 300 researchers. We focus mainly on research into cardiovascular and neurologic diseases and have been trying to find new ways of preventing, diagnosing and treating these diseases.

We are looking for a colleague to join our Department of External Affairs and help us to foster relationships with academia both in the Czech Republic and abroad and to establish new collaboration and to enhance the international dimension of our Center.

The Academic Collaborations (AC) Department of FNUSA-ICRC is in charge of searching for, approaching, initiating and maintaining collaboration with academic partners. It regularly submits reports to the FNUSA-ICRC management team and provides information upon request. AC coordinates fellowships and is the main communication channel for embassies of the Czech Republic abroad.

Job description:

- Searching for new academic partners, contacting them, entering into collaboration contracts with academic partners, and developing existing collaboration,
- Regular/ad-hoc dissemination of information among external academic partners,
- Support and coordination of the partnership process (i.e. collaboration with academia) with both domestic and foreign institutions in conjunction with the Legal Department of FNUSA-ICRC,
- Monitoring of and reporting on academic partnerships to the Managing Authority, the aid provider and the FNUSA-ICRC management team, continuously evaluating collaboration results,
- Support and organization of research fellowships at FNUSA-ICRC with the aim of disseminating information on job opportunities at FNUSA-ICRC to foreign organizations,
- Communication with agents such as research networks, various associations and embassies of the Czech Republic in order to promote FNUSA-ICRC with the Center's potential academic research partners abroad
- Active support to the PR Specialist (preparation and editing of promotional materials, articles and news for social media as required by the position of the AC Specialist – press releases on new collaboration, etc.)
- Collaboration with the Event Specialist on the preparation of different events (such a visit by foreign researchers)

What we expect:

- English language at a minimum B2 level
- University education in law, economics, project management or international relations is an advantage
- Previous experience in science and research is an advantage
- Organizational skills, presentation skills in both Czech and English
- The ability to see things from a bird's-eye view
- Ability to work with Czech and English texts (writing and editing)
- User knowledge of MS Office

What we offer:

- Diverse work in an international institution among world-renowned experts on research and medicine
- An easy-going and friendly work environment
- 5 weeks of vacation + 2 sick days, possibility to work from home
- A very good salary

If you are interested, please send your resume and cover letter to martin.vasek@fnusa.cz. We are looking forward to new members for our international staff team.



All candidates are assessed regardless of age, sex, marital status, sexual orientation, race, skin color, religion, ethnicity, nationality, citizenship, political affiliation and any other aspect not related to work performance.

By replying to this ad or sending your resume and any other personal documents to St. Anne's University Hospital in Brno, you are granting your consent for your personal information to be collected, processed and stored under Act No. 101/2000 Sb., on Personal Data Protection. You agree to provide your personal information to St. Anne's University Hospital solely for the purpose of recruitment for a period not to exceed 1 year. If your personal documents are not sent back to you, they will be shredded.