



JOB TITLE:	Research IT facilitator at Ca' Foscari University of Venice
POST TYPE:	Temporary Employee; duration of 20 months
LOCATION:	Ca' Foscari University of Venice – Department of Humanities – Dorsoduro 3284/D, Venice - Italy
REPORTING TO:	Head of Administrative Staff of the Department of Humanities Scientific Coordinators of the Centre for Digital and Public Humanities - Department of Humanities
GRADE/SALARY:	Research facilitator ('Tecnologo'), with a gross salary of € 29.237,88 per year; Basic Function: The function of this position is to support the activities of the DSU Centre for Digital&Public Humanities, managing the IT infrastructure, equipment, hardware and software, and actively contributing to the development of the Projects hosted by the Centre.

BACKGROUND

The Department of Humanities has been selected by the Italian Ministry of Education (MIUR) as one of the 180 best Italian departments 2018-2022, for the quality of its research (VQR).

The MIUR grant ("Progetto di Eccellenza 2017"), will contribute to develop interdisciplinary projects in the Digital and Public Humanities field, through the creation of a new Centre for Research in Digital and Public Humanities (CDPH).

The project of the Department of Humanities aims at developing "Digital Humanities" as well as "Public Humanities", to enhance research and spread its findings outside academia.

This includes many applications, such as digitizing archival materials (texts, sound, images), creating a digital edition of texts, operating network analysis, creating 3D maps, developing algorithmic analysis of literature and advanced visualization techniques.

The project includes the establishment of a "Digital Research in the Humanities" lab, to provide instruments and services facilitating digital investigation and promotion of cultural heritage.

MAIN DUTIES AND RESPONSIBILITIES

The selected candidate will be responsible for the technical support and the promotion of the Centre's research projects and activities.

Especially, his/her main duties will be:

- coordinate the organisation of online events and live events;
- assume responsibility for communicating the Centre's activities (with particular regard to the social media management and the maintenance of the Centre's web presence/reputation);
- support the dialogue between researchers and administrative staff and offices;
- support the Centre's mission through the organisation of activities, seminars, dissemination of research materials and results; this aspect must be primarily carried out thanks to local, regional and national active participation programmes for students and stakeholders (Third Mission activities);



- actively participate in the drafting of scientific articles and reviews, teaching publications and research proposal/financing projects;
- selection of financing and funding opportunities;
- coordinate the teaching and research activities for the Centre's laboratory (including supervision of the use of equipment and devices);
- contribute to the Centre's 'software-team' activities.

PERSON SPECIFICATION

We seek individuals with a strong commitment, and a proven record of a minimum-three years' experience in the IT and project management fields.

QUALIFICATIONS	<ul style="list-style-type: none">• Candidates <u>must</u> have at least a three years' experience in the activities planned for the profile or post lauream academic qualifications (PhD, Master)
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of contents, projects, and institutions in the field of Digital and Public Humanities;• Project design and project cycle management knowledge;• Knowledge of programs and funding opportunities for research and "public engagement";• Experience in digital communication strategies and social platforms management;• Knowledge of the structure and contents of study plans in the area of Digital and Public Humanities;• Excellent knowledge of Italian language and proficient knowledge of English language (at least B2 level – CEFR);• Good knowledge of the Ca' Foscari's "Statuto" (Charter) and of the main internal University's Regulations (concerning administrative, accounting and financial matters, and concerning research) and good knowledge of the organization and Governance of the Ca' Foscari University of Venice;• Good knowledge of the major operating systems: Windows, Linux, MacOS;• Good knowledge of the main web technologies: HTML, CSS, JavaScript, HTTP;• Knowledge of the main sharing systems: git, gitHub, wiki, cloud services (Google Drive);• Knowledge of the main technologies and data standards: LOD, TEI/XML, GIS, etc.;• Knowledge of relational databases and general databases software design (SQL, eXist);
SKILLS	<ul style="list-style-type: none">• Excellent organisational and teamwork-oriented skills, ability to multi-task and to manage various activities simultaneously, in compliance with the requested deadlines;• Excellent communication skills; good interpersonal, constructive and cooperation skills, related to management and coordination of work groups and teams;• Problem solving and customer-oriented approach (to internal and external customers);• Ability to work under pressure and in compliance with tight deadlines;



Università
Ca' Foscari
Venezia

	<ul style="list-style-type: none">• Adaptability to changing environments, flexibility and personal effort in compliance with the specific requirements and topics set by the call;• Good interpersonal skills and constructive cooperation aptitude in the daily work environment;• Good skills related to management and coordination of work groups;• Good aptitude in enhancement and maintenance of networks and partnerships in complex management systems.
--	--

HOW TO APPLY

The official call and the application portal for this position can be accessed on the Ca' Foscari website at: <https://apps.unive.it/domandeconcorso/accesso/1-tec2021>

Ca' Foscari University of Venice is an equal opportunity affirmative action employer and encourages applications from women and minorities.