



The **European Laboratory for Learning and Intelligent Systems (ELLIS, ellis.eu)** is a pan-European scientific organization which focuses on research and the advancement of modern AI, which relies heavily on machine learning methods such as deep neural networks that allow computers to learn from data and experience.

One of the ELLIS research laboratories (units) is [based](#) at the **Czech Institute of Informatics, Robotics, and Cybernetics (CIIRC) at the Czech Technical University (CTU)** in Prague. CIIRC CTU is dedicated to cutting-edge research in computer science, robotics, cybernetics, artificial intelligence, and related areas.

The mission of the CIIRC ELLIS Unit is to contribute to making ELLIS the leading open science AI organization in the world by (1) outstanding foundational research in AI and related disciplines, (2) supporting the mobility of researchers within ELLIS and elsewhere, (3) building a European brand of PhD and Post-doc program that attracts world-class talent and educates the next generation of AI researchers, and (4) transferring research results to Czech as well as European industry to boost economic and societal innovation in Europe.

CIIRC ELLIS unit is looking for a project coordinator/manager, who will support, coordinate, and manage scientific collaborations in order to fulfill this mission and achieve scientific goals of the associated [ELISE project](#).

Project Coordinator/Manager

Your role

You will support, coordinate, and/or manage

- scientific collaborations and scientific collaboration contracts
- administration and reporting of ELISE project
- exchange programme for PhDs and postdocs
- website and social media content
- press contacts and press releases
- third party funding (in cooperation with the Project Management Office of CIIRC)
- budget planning
- external visits, presentations
- workshops and other external events

Requirements

- Completed university degree (Master's level) in natural sciences (Mathematics, Computer Science, Physics or a similar field)
- At least 2 years of professional experience in research and/or industry field
- Very good communication and writing skills in English
- Experience in managing R&D projects
- Great interpersonal and communication skills
- Independent and responsible
- The willingness and capability to learn about the research topics
- The willingness to do business trips

Our offer

We offer a challenging position at the interface between science and R&D management in the area of Machine Learning and Artificial Intelligence.

You will work in a **multinational environment** and closely cooperate with scientists, other research coordinators, students, and administrative staff in order to achieve the scientific goals of the ELLIS initiative.

Starting Date: immediately
Appl. Deadline: until the position is filled
Location: Prague, Czech Republic
Type of employment: fulltime/part time

Application

Please send your application, including CV and motivation letter, to Marcela Kamenska, e-mail: marcela.kamenska@cvut.cz.

Please note that incomplete applications will not be considered.