

Open Call for Project Fellowship

Applications for a Research Management Fellowship (Bolsa de Gestão de Ciência e Tecnologia / BGCT – Licenciado) are open at Nova School of Business and Economics (Nova SBE) under the Project *Social Sciences DataLab nº 22209 01/SAICT/2016*, funded by Fundação para a Ciência e a Tecnologia, with the following conditions:

Project Area: Social Sciences

Education: Possession of an Undergraduate Degree in: Economics, Management, Finance, Library Science, or other relevant area

Admission requirements:

- A. **Qualifications and experience:** Educational or work background relevant to use and instruction of scientific databases (bibliographic, statistical, financial, etc.) to various clients, such as students, researchers, professors, and others. Candidate may also possess skills working with CMS, like Joomla, Wordpress, or Drupal, as well as data analysis software, such as Stata, SPSS, etc.
- B. **Communication skills:** Effective communication skills in English and Portuguese, both written and verbal, experience in creating and performing training sessions and presenting material to groups.
- C. **Team work:** Ability to work autonomously and as part of a small team with enthusiasm, initiative, and strong interpersonal skills

Work Plan: This Training and Electronic Resource Specialist position for the Social Sciences DataLab will:

- Develop, plan, and execute a training and outreach calendar for databases and resources to be taught in both English and Portuguese
- Develop and update website oriented for easy access, use, organization, and description of DataLab resources, including tutorials, tip sheets, means of access, etc.
- Staff a helpdesk to support DataLab resources (physically and virtually)
- Act in an advisory role for researchers with specific data retrieval needs
- Identify and track usage and satisfaction of DataLab resources through statistics gathering, questionnaires, and testimonials
- Coordinate with Project Manager to adhere to timings and deadlines associated with project
- Advise users on Open Access requirements related to research outputs derived from project resources via training sessions and communication plan
- Work closely with Nova SBE Library and Research office to establish synergies and support of ongoing projects and initiatives

Summary of profile: This person should have an elevated understanding and familiarity with a variety of databases (bibliographic, financial, statistical, etc.) and a demonstrated desire to



become the go-to person for recommendations, technical questions, and instruction. Person should be fluent in both English and Portuguese. Profile of person may be a librarian with a strong background in electronic resources in a business setting or other such person with background in business, economics, or related disciplines with demonstrated understanding of databases, instruction, and extraction of information from a variety of resources.

Summary of Project: Social Sciences DataLab is a three-year infrastructure project, which provides access to the most complete set of databases that are essential for conducting advanced research in the Social Sciences. DataLab offers fundamental bibliographic and statistical databases in the areas of Economics, Finance, and Management. In association with several public institutions, DataLab also offers the research community access to unique large datasets with micro-data. DataLab supports the SHARE-ERIC project, providing comparable data on ageing in Europe.

Applicable Law and Regulations: Fellowship Holder Statute (*“Estatuto do Bolseiro de Investigação Científica”*), approved by Law no. 40/2004, of 18 August, subsequently amended and republished by Ordinance no. 202/2013 of 27 August, updated in accordance with the Ordinance no. 233/2012 of 29 October, the Law no. 12/2013, of 29 January, and with the Ordinance no. 89/2013 of 9 July. Fellowship Regulations of Nova SBE, approved by Fundação para a Ciência e Tecnologia by 16 April 2014 dispatch and Regulations for Studentships and Fellowships of the Fundação para a Ciência e Tecnologia (FCT).

Work location: The project fellowship will be conducted at Nova SBE under the scientific supervision of Professor Luís Catela Nunes.

Duration of the Fellowship: The fellowship will have a duration of 12 months, with possibility of yearly renewal for the length of the project (3 years), subject to an annual review. The fellowship is planned to start in November. The fellowship will be awarded on an exclusive basis, as stated in Fellowship Regulations of Fundação para a Ciência e a Tecnologia.

Monthly allowance: The fellowship salary is between € 980 – € 1.245, according to the table of values of the Research Fellowships in the country awarded by FCT (<http://www.fct.pt/apoios/bolsas/valores>).

Selection criteria:

The first phase of selection consists of:

- *Curriculum Vitae*: 75% (scale of 0 to 20)
- Motivation letter: 25% (scale of 0 to 20)

Candidates with a score above 16 will be considered for an interview

- Interview: 75% (scale of 0 to 20)
- Evaluation of English language proficiency: 25% (scale of 0 to 20)



Selection Committee:

Luís Catela Nunes – Chairman (Full Professor)

Álvaro Ferreira da Silva – Effective member (Associate Professor)

Alexandra Veiga, Ph.D – Effective member (Executive Director for Research)

Sean Story – Effective member (Library coordinator)

Pedro Pita Barros – Substitute member (Full Professor)

Miguel Ferreira – Substitute member (Full Professor)

Formal notification of results: All candidates will be notified by email.

Application period: The call is open from 6 October to 22 October.

Application procedure: Applications must be submitted by email to research.office@novasbe.pt, under the subject “Social Sciences DataLab Fellowship – DataLab Electronic Resources Specialist”, and must include the following documents (mandatory):

1. Motivation letter;
2. Detailed *Curriculum Vitae*;
3. Transcripts of diplomas or degrees with final grades and other documents demonstrating the candidate’s suitability for the required profile