

## **Innovative methodology and instruments for managing European Projects with challenging objectives**

The assignment has its object the assistance to the coordination of scientific activities of the different EU projects like Jean Monnet, ERC, Digit, MSCA-DJ, and national (PRIN) project. This permits to the candidate to develop a wide experience in research management and to design and apply advanced technologies and methodologies for handling large research projects.

In particular, the project will involve the following activities:

- support for communication relating to project activities (website, newsletter, social media, etc.);
- support for project meetings and scientific events (conferences, workshops, etc.);
- support to the recruitment process of the resources required;
- coordinate the deadlines of projects and the minutes of the organization meetings or other documentation necessary for conducting the activities of the projects;
- support to research staff in carrying out some functional practices for the correct reporting of expenses (timesheets, reimbursement of missions and trips, equipment, etc.) acting as an intermediary between the PI, the Department of Legal Studies, PhD Office, ARIC;
- coordination with the administration of the Department of Legal Sciences.

Particular knowledge in the Legal Informatics, Legal Studies, ICT Law and the domain of the EU projects will be considered an advantage for achieving the final goals expected.