



TITLE OF POST: Research Assistant - Centre for European Studies (0.2 FTE)

LOCATION: University of Limerick

REPORTS TO: Project Leader

CONTRACT TYPE: Specific Purpose Contract

SALARY SCALE: €31,962 - € 41,943 (maximum starting point €32,782) p.a. pro rata

JOB DESCRIPTION

QUALIFICATIONS:

- A bachelors degree (level 8 NFQ) in European Studies (or equivalent area)

JOB SYNOPSIS:

Funding was allocated for 24 months to support CEUROS' strategic, administrative, operational and research activities. In particular to assist in current research projects (including the DAAD project on European Societal Challenges 2025-2026, a CEUROS lecture series and workshops and conferences in 2025 and 2026). The role will entail ensuring a greater visibility of the Centre for European Studies and its interdisciplinary activities; create more local links and enable more outreach; allow us to make our activities freely accessible to local, national and international communities, as our lectures and readings would have the support to become hybrid events and enabling online participation.

Duties include:

- Conducting literature and database searches and interpret and present the findings of the literature searches as appropriate and directed. Making use of standard research techniques and methods. Assisting in analysis and interpretation of results of research.
- Planning and managing own day-to-day research and the dissemination of Centre activities (website/relevant social media).
- Providing input into research dissemination, in whatever form (website, report, papers, chapters, book) as directed by the PI/project leader.
- Presenting information on research progress and outcomes e.g. to bodies supervising research; steering groups; other team members, as agreed with the PI/project leader.
- Developing internal and external contacts with researchers in related areas.
- Contributing to the work of the Centre through supporting activities such as meetings, workshops, conferences, lectures etc. and further promoting activity in the Centre as appropriate.
- Applying for funding is not expected but the successful candidate may, within the context of a research team, contribute to the development of research proposals for development reasons.

OVERALL PURPOSE OF THE JOB:

Supporting the Centre for European Studies with organisational and administrative tasks, research and publicity.

Essential Criteria:

- A bachelor's degree (level 8 NFQ) in European Studies (or equivalent area)
- Experience in designing and maintaining digital platforms and media.

- Excellent interpersonal and organizational skills.
- Excellent research skills.
- Excellent English language skills.
- Ability to work as part of an inter-disciplinary team.

Desirable Criteria

- M.A. in European Studies or an equivalent relevant area.
- An understanding of digital humanities requirements.
- Experience with editing and publishing.
- Experience with event and conference organisation.
- Evidence of research dissemination and publication.
- Working knowledge of at least one European language other than English.

Please include the following information in your application:

- Letter of application outlining your suitability for the role.
- Current Curriculum Vitae.

Further Information for Candidates:

Recruitment Procedures used at the University of Limerick (UL)

The University of Limerick is committed to the Open, Transparent and Merit-Based Recruitment (OTM-R) of Researchers. The University of Limerick **Policy for the Recruitment of Staff** which reflects the principals of OTM-R is available on the [UL Policy Hub](#). Full information on OTM-R at the University of Limerick is available [here](#).

The University of Limerick uses a three-stage recruitment procedure: screening, shortlisting and interview.

Screening: Initially applications for an advertised position are screened to determine if applicants have met the 'Essential Criteria' as outlined in the advertised job description. Only candidates who meet the 'Essential Criteria' will progress beyond this stage.

Shortlisting: Depending on the number of applications remaining, it may not be possible to interview every candidate who has passed the screening process. Therefore, at this stage the Selection Board for this position may review the applications which have passed screening and will select a final shortlist of candidates who in their view were most closely aligned to the post as advertised.

Interview: Once a shortlist has been finalised, all applicants will be notified of the status of their application. The final shortlist of candidates will then be invited to interview. We aim to provide at least one week's notice to all candidates. The interview process may take the format of a standard interview and may also include a presentation – if so, you will be provided with details of this in your invitation to interview letter. Candidates may interview in person or also via video link – Microsoft Teams.

General Recruitment Timelines

Please note that applications for all vacancies must be submitted online at www.ul.ie/hrvacancies in advance of 12 noon Irish Standard Time on the advertised closing date. We aim to complete the screening process within one week of the closing date, and the shortlisting process within a further week. Therefore we aim to be in touch with all candidates within one month of the closing date.

Please note these timelines may vary based on various factors including the number of applications received.

Benefits at the University of Limerick

Employees of the University of Limerick receive a variety of benefits including:

- Supported professional development under the [Researcher Development Programme](#) and [Staff Training Programmes](#).
- Membership of the Public Sector [Single Public Service Pension Scheme](#).
- Membership of the [Income Continuance Plan](#)
- The opportunity to join the University's [Additional Life Cover](#) plan.
- Coverage in the UL [Sick Leave Scheme](#) (available under "S" on the HR A-Z)
- Flexible working practices such as the [Shorter Working Year Scheme](#).
- Preferential rates for [health insurance](#).
- Employee wellness is a priority and a number of initiatives take place each year for the benefit of UL employees, see more at [Be Well at UL](#).
- Preferential rates for access to the [UL Arena](#) swimming pool and fitness centre.

Equal opportunities at the University of Limerick

The University of Limerick is an equal opportunities employer, is committed to selection on merit and to the developing and maintaining a positive working environment, in which all employees are treated with dignity & respect. In pursuit of this, it is the policy of the University to provide all employees with an environment, which is free from bullying, harassment or victimisation of any form. You can read more about UL's commitment to equality diversity and inclusion [here](#).

Researcher Development

The [University of Limerick Researcher Development Programme](#) gives researchers an opportunity to develop and enhance the skills, knowledge and attributes necessary to complete their research and longer term career ambitions.

Additional Links:

Link to Human Resources Research Staff Webpage: [Research Staff | UL - University of Limerick](#)

Link to the University of Limerick's Strategic Plan [UL@50 - UL Strategic Plan 2019-2024](#)

Link to website for new staff [New To UL - Staff Roadmap](#)

Qualifications: Please take note of the essential qualifications for this position as listed in the job description, if you are successful in being offered this position, the offer will be made pending the Chair of the selection committee, verifying your qualification. Therefore, after the interview you will be required to forward your transcripts to the Chair by email. No contract of employment will issue until all required documentation is received.