About HEC Management School - University of Liege (HEC Liège)

HEC® Management School - University of Liège (HEC Liège) is the management school of the University of Liège. HEC Liège is one of the leading Belgian university business schools for graduate and postgraduate programs with more than 115 full-time faculty members and researchers and more than 2600 students. The school's mission is to train creative managers who will be responsible for building the future of businesses and organizations in a cross-cultural world. HEC Liège is a dynamic institution that heavily promotes an active pedagogy leading students to actively contribute to their education. The international vision of HEC Liège translates into multiple research activities in management and economics, numerous partnerships with worldwide companies and universities, and growing internationalization of its programs and faculty. HEC Liège is EQUIS accredited. Its main Masters’ programs, Master in Management and Master in Business Engineering, all taught in English, are EPAS-accredited. HEC Liège’s PhD program was the first worldwide to receive an EPAS quality label. HEC Liège is also member of the ‘Conférence des Grandes Ecoles’ based in France.

HEC Liège is located in Liège, Belgium’s third largest city, and the largest agglomeration of the French-speaking Walloon region. At the heart of Europe, Liège is the third inland port of Europe and the seventh freight airport in Europe. Recognized for its quality of life and its rich historical patrimony, Liège is ideally situated within the Meuse-Rhine Euregio, 40 kilometers from Maastricht (the Netherlands) and 60 kilometers from Aachen (Germany). It is less than 1.5 hours away from Cologne, 2.5 hours from Paris and 4 hours from London by high-speed train starting from the magnificent train station designed by the renowned architect Santiago Calatrava.


HEC Research

Scientific research at HEC Liège is currently conducted within the organizational unit "HEC Research". This unit includes more than 100 FTE researchers (faculty, senior and junior scientists) who are active in various fields of economics and management science.

The unit is further subdivided into "7+1" subunits associated with strategic research themes in which the school has significant experience and a critical mass of researchers, publications, teaching and corporate collaborations, namely, Asset and Risk Management (ARM); Changing Workplace and Strategic Human Resource Management (HRM); Economic Analysis and Policy (ECON); Marketing and Service Innovation (MSI); Social Enterprise and Business Ethics (SEBE); Supply Chain Management and Business Analytics (SCM); Sustainable Performance: Tax, Audit and Accounting (SUSP); as well as an 8th subunit that hosts some emerging fields of research. Please visit [http://www.hec.ulg.ac.be/en/faculty-research/strategic-vision](http://www.hec.ulg.ac.be/en/faculty-research/strategic-vision)
Role

The Research Support Officer will be responsible for providing a highly professional, proactive and comprehensive research support function for the doctoral program and the HEC Research Strategy.

Duties and Responsibilities

Reporting to the President and Vice-Presidents of the Doctoral Program, the Senior Research Support Officer will be in charge of the PhD program coordination and management that includes but is not limited to the following:

- Act as the PhD program coordinator for organizing doctoral courses with internal and external professors;
- Be a point of contact of the joint doctoral program with UMONS and ULB;
- Be the point of contact for PhD students regarding their curriculum, from the induction of the PhD candidate into the program until its completion.

Reporting to the Director of Research and the Manager of Research Support Services, the Senior Research Support Officer will support a range of activities that include but are not limited to the following:

Research Support

- Organise and deliver information sessions and training workshops to the HEC Liège community to promote and enhance HEC research activity in English and French;
- Liaise with and support the Research Director in developing research funding strategies, identifying appropriate funding opportunities aligned with the Research Unit’s research priorities and interests;
- Provide support for institutional strategic funding applications to external funding agencies as well as internal calls;
- Maintain an excellent working knowledge of national and international developments in research funding, and the priorities and needs of the HEC research community;
- Enhance the marketing of research outputs (external communications);
- Create an English environment for research (with research documentation and workshops in English, welcome policy of new joiners, …).
Research Management and Administration

- Assist in the collation of relevant information to support strategy and decision making regarding research benchmarking, research impact, grant applications, awards and relevant reporting;
- Assist in the development of research networks and research projects with international leading institutions in economics and management;
- Support the Manager of Research Support Services in the day to day operations of the office and in other duties as may be assigned.

Qualifications & Experience

- The candidate will have a master degree in management, public administration or in a related area, be fluent in English and French, ideally along with an experience in a research-intensive environment.

- Applicants should display a high level of initiative and autonomy, with excellent interpersonal, oral and written communication skills. The ability to function as part of a highly motivated team is essential.

Contract

The Research Support Officer will be hired for a period of one year as of August or September 2018 within the Research Support Office. Possibility of (yearly) renewal for a period of 3 years.

Interested candidates should send their application to Professor Marie LAMBERT at marie.lambert@uliege.be before June 15th, 2018. Further information can be obtained at the same address.