



CENTRE FOR LITERARY &
INTERMEDIAL CROSSINGS
RESEARCH GROUP



Postdoctoral Research Policy Officer (100%)

1 - Position description

The **Centre for Literary and Intermedial Crossings (CLIC)** is looking for a **full-time postdoctoral research policy officer (1.0 FTE)**.

As a Large Research Group (LRG) in the Faculty of Languages and Humanities of Vrije Universiteit Brussel (VUB), CLIC is hiring a senior Research Policy Officer to professionalise its research and project management. The Postdoctoral Research Policy Officer offers CLIC consultancy and policy support in order to enhance CLIC's research output and liaises between the research group's members and VUB's central services.

About the Centre for Literary and Intermedial Crossings (CLIC)

CLIC is a dynamic interdisciplinary research group that gathers over 60 researchers in the fields of literary studies, literary translation studies, theatre studies and narrative journalism studies. CLIC researchers engage with the study of literary, cultural, and linguistic crossings along three key conceptual axes: media, genres, and spaces. The group integrates different linguistic and cultural backgrounds and draws on a variety of methodologies ranging from intermediality research to cultural and postcolonial studies. Research within CLIC focusses, for instance, on image-text relations, documentary prose, transmedial narration and cross-cultural exchange in urban, multilingual, or transnational spaces.

More on CLIC: <https://clic.research.vub.be>

Your tasks:

As CLIC's research policy officer you fulfil a coordinating function and collaborate closely with our more than 60 members (junior and senior researchers). You support the co-chairs of CLIC (Prof. Dr. Arvi Sepp and Prof. Dr. Janine Hauthal) and assist them in realizing the growth plan of the research group for the period 2024-2027. Taking initiative and being proactive are important skills within this position. Being a networker is also crucial. Under the co-chairs' guidance, your primary activity is to support CLIC members in their efforts to realize CLIC's projected output growth in terms of international publications, project applications and other strategic research domains.

Your responsibilities:

- You coordinate and support research proposals for funds such as ERC, MSCA and FWO;
- You offer tailor-made support to CLIC members of all seniority to increase and optimize the Centre's publication strategy and output (Web of Science);
- You help to develop an open-access publishing policy for CLIC;
- You help to actively scout international talent and facilitate international collaboration;
- You coordinate meetings and activities of the research group, such as seminars, lectures, workshops and research days;
- You stimulate and collaborate on the science dissemination and valorisation of the research group, both for scientific and broader audiences;
- You support the research group's financial management and administration and are closely involved in the daily operations at campus Etterbeek;
- You supervise and instruct the tasks and duties of CLIC's part-time Project Management Officer (0.5 FTE);
- You participate in CLIC meetings and research-related meetings at faculty and central university level.

This position opens avenues for different career paths, in academic research as well as in research management. Candidates may allocate up to 0.2 FTE of their position on own research in the field of literary studies. If you wish to do so, please submit a 3-year research plan (1 page) with your application.

The position can be shared on a part-time basis if several candidates indicate this as their preference.

2 - Profile

What do we expect from you?

Requirements:

- You are in possession of a PhD degree in a relevant field (or will have handed in your PhD by the start of the position at the latest);
- You have experience with scientific project management, including budget management, project planning, scientific valorisation;
- You are familiar with humanities and literary studies research;
- You have a well-developed international research network and are willing to expand existing research networks within CLIC;
- You have (near-)native English proficiency, with high proficiency in academic (written) English; proficiency in Dutch is a plus;
- You take initiative, are well-organised and a team player.

For this function, our Brussels Humanities, Sciences & Engineering Campus (Etterbeek) will serve as your home base.

3 - Working at VUB

For more than 50 years, **Vrije Universiteit Brussel** has stood for freedom, equality and solidarity. Its principle of **free research** is based on self-reflection, a critical attitude, and an open, creative mind around scientific and social issues. With some **4,000 employees**, VUB is **the largest Dutch-speaking employer, in the private sector, in Brussels**; an international city with which we are only too happy to connect and where (around) our 4 campuses are located. Moreover, VUB is a member of **EUTOPIA**, an alliance of like-minded European universities, all ready to reinvent themselves.

4 - Offer

We offer employment as a 1.0 FTE postdoctoral research policy officer for 1 year, to be extended for two additional years after a positive evaluation. The position is immediately available and **to be filled as soon as possible**. The exact starting date is negotiable.

At VUB, you will also enjoy various other **benefits**:

- Extensive homeworking options, a telework allowance of 50 euros per month OR an internet fee of 20 euros per month;
- An open and informal working environment where attention is paid to work-life balance, and exceptional holiday arrangements with 35 days of leave (based on a full-time contract), closure between Christmas and New Year and 3 extra leave days;
- The space to form your job content and to continuously learn through extensive training offers by VUB, including courses on research policy;
- Cost-free hospitalisation insurance;
- Full reimbursement of your home-to-work commute with public transport according to VUB policy, and/or compensation if you come by bike;
- A wide selection of meals in our campus restaurants at attractive prices;
- Excellent and affordable facilities for sport and exercise, a range of discounts via Benefits@Work (in all kinds of shops, on flights, in petrol stations, amusement parks...) and Ecocheques;
- Nursery near campus, discount on holiday camps;
- The space to form your job content and to continuously learn through our VUB learning platforms and training courses;
- And finally: great colleagues with a healthy drive.

5 - Interested?

Then apply, **at the latest on 08/03/2024**, by sending the following documents in 1 PDF document via email to the CLIC co-chairs (arvi.sepp@vub.be and janine.hauthal@vub.be):

- your CV (including academic portfolio) with 2 references
- your motivation letter
- a vision statement (2 pages) on research policy management in literary studies, esp. within CLIC as a research group

- your diploma and transcripts (not applicable to VUB alumni)
- optional: a three-year research plan (1 page)

Selection Procedure

- Step 1: Internal screening of all candidates (notification of pre-selection by 18 March 2024)
- Step 2: An **interview** scheduled in the week of 25 March 2024 (although we reserve the right to change the date).

Do you have questions about the job content? Contact Arvi Sepp at arvi.sepp@vub.be and Janine Hauthal at janine.hauthal@vub.be.