

## CALL FOR APPLICATIONS – RESEARCH COORDINATOR

**Cold War History Research Center  
at HAS Centre for Social Sciences –  
Corvinus University of Budapest  
Academic year  
2019/20**

The Cold War History Research Center Budapest is looking for a new **Research Coordinator starting on December 1, 2019**. The candidates should meet the following requirements:

- Being enrolled in a PhD program in International Relations/ Political Science at CUB
- To have a general knowledge about Cold War history
- To have a good command of English (B2 minimum)

We offer a truly international work environment and flexible working hours. The Research Coordinator might receive research credits per semester if needed. He/she may also have the possibility of contributing to the Center's publications; therefore, he/she can earn publication credits also. Financial support for a part time job (20 hours/week) will also be provided.

The Research Coordinator will have the following duties:

- To support the Center in all its events (Conferences, lectures, etc.) and activities.
- To select the new research interns
- To assign tasks to the interns and supervise them periodically
- To edit and proofread the Center's publications
- To monitor the webpage and the Facebook fan page of the Center periodically
- To coordinate with Oxford Careers and other universities the students' participation in the Center's summer internship program.
- To organize the summer internship program (special visits to Museums, workshops, etc.)

A special report on the activity of our internationally renowned Center is available here:  
<http://www.coldwar.hu/recentups/CWHRC-REPORT.pdf>

If you are interested in this position, **please submit your CV and cover letter to our Research Coordinator, Valeria Puga Álvarez to [coordinator@coldwar.hu](mailto:coordinator@coldwar.hu)** If selected, you will be invited to an interview before the final decision. The new research coordinator will have some training sessions in advance.