



**The University of Nova Gorica has open position of professional associate  
in the [Graduate School](#) (m/f)**

[University of Nova Gorica](#) is looking for a highly motivated colleague to support UNG in the EU funded INTERREG Danube programme project named DECORATOR, *Danubians cradle-to-cradle Architecture and construction*. The new colleague will join a highly motivated team and work in a multidisciplinary environment, in connection with other EU funded projects, the Cultural heritage Studies Programme and the EU Culture Capital Go!2025 in Nova Gorica.

**Main responsibilities:**

- Administrative assistance to the project implementation;
- Coordination of project-related internal communication (facilitation of a regular flow of information among the project manager at UNG, Lead Partner, Partner institutions, and stakeholders);
- Support the monitoring and updating of the project timeline;
- Coordination of project-related external communication (website, social media, and offline communication);
- Preparation of regular reports about the project progress, milestones, deliverables, and finances;
- Contribution to production of the deliverables assigned to UNG;
- Monitoring of project expenditure;
- Attendance and active participation at international meetings and project-related events;
- Support and active participation in the content production, verification and delivery.

In addition, we expect the new colleague to:

- Support the preparation of new proposals in similar EU programmes calls to capitalize the knowledge and output achieved.

**Job requirements:**

- Higher education professional degree or first Bologna cycle degree, preferably in the field of architecture, cultural studies or cultural history;
- Independence, flexibility, precision and accuracy, adaptability to team work;
- Fluent spoken and written Slovenian;
- Fluent spoken and written English;
- two years of work experience;
- Experience with EU or EU member state grant management and reporting, at global, national or local level is desirable;
- Experience and/or Interest in culture, cultural industries and cultural heritage is desirable;
- Similar experience working for another research or academic institution is desirable.

**Workplace**

The work place will be at the UNG premises in Rožna Dolina, Vipavska cesta 13, 5000 Nova Gorica, Slovenia.

A full-time contract will be offered following the selection procedure. The contract will be until the duration of the DECORATOR project, namely 31 December 2026.

**Please submit:**

- Curriculum vitae (CV):
- Motivation letter, including a description of past related work experience;
- Contacts of two persons willing to provide reference letters upon request;
- Copy of achieved degree.

Applications should be sent by e-mail **as a single file in pdf format** to the University of Nova Gorica Personnel office, e-mail address: [careers@ung.si](mailto:careers@ung.si).

**Deadline for applications: 26. 7. 2024**

**The preferred starting date is immediately after closure of the procedure or by agreement.**

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