



IRISH INSTITUTE OF HELLENIC STUDIES AT ATHENS

Institiúid Éireannach san Ataen don Léann Heilléanach
Ιρλανδικό Ινστιτούτο Ελληνικών Σπουδών στην Αθήνα

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Charity No CHY 13738

ASSISTANT DIRECTOR OF THE IRISH INSTITUTE (IIHSA)

The Irish Institute of Hellenic Studies at Athens is pleased to call for applications for the position of Assistant Director to replace the current holder of the position whose term of office expires in October 2019. The position, in the form of a fellowship, is available initially for the period of one year, renewable for a maximum of three years. We offer accommodation in the IIHSA premises at Exarcheia, which is inclusive of electricity, heating, internet and other expenses, and the use of the facilities for their own research. The appointee will receive a yearly stipend of € 5,200 for duties relating to the running of the Institute as itemised below. The position would suit a student at an advanced stage of, or having recently completed, their PhD or a postdoctoral fellow with a complementary grant or income. The appointee will work in close collaboration with the IIHSA Director.

Required: A good knowledge of Greece, and particularly Athens; Proof of administrative experience; Excellent organizational skills; Excellent time-keeping, Good knowledge of modern Greek an advantage.

Closing date for applications: Friday 9 August 2019.

The Assistant Director will:

- Deal with correspondence and telephone enquiries
- Pay all the bills and wages on behalf of the Institute
- Keep an organised record of the Institute's income and expenditure in Athens
- Produce reports for the meetings of the IIHSA board in Ireland
- Collaborate with the IIHSA Secretary and Director (and where appropriate Projects Sub-committee) for the purpose of applications for fieldwork/research permits
- Take bookings and oversee accommodation arrangements for guests staying in the Institute.
- Process the bookings for the annual Study Tour of Greece (August 2020) and liaise with the travel agents in Athens. He/she should be in a position to lead and co-guide the tour.
- Liaise with other Foreign Schools on behalf of the IIHSA during the Director's absences from Athens.
- Arrange lectures and events on behalf of the Institute.

Other details

- Maximum four weeks holidays/fieldwork leave to be taken in consultation with the Director.
- The appointee is expected to start work as soon as possible after the offer is made.

Enquiries to Dr Christina Haywood, IIHSA Director: christina.haywood@ucd.ie

For further information about the IIHSA see: www.iihsa.ie and our Facebook pages.

Applications (by email) should comprise: a letter stating relevant experience and reasons for applying and the applicant's CV. One reference letter to be submitted separately by the referee no later than the application deadline.

Please send your application to Dr Barry Molloy, Chair of the Managing Committee: barry.molloy@ucd.ie.

PATRONS:

Seamus Heaney[†], Professor George Huxley, Professor John Killen, Professor Marianne McDonald, The McCabe Family, Sir Anthony O'Reilly, Dolores McCall, The Mallikourtis Family