

JOB DESCRIPTION RESEARCH ASSISTANT OPENMIN PROJECT

Centre d'études européennes et de politique comparée, CEE (UMR 8239)
Sciences Po

Background

We are seeking to appoint a Junior Researcher to work with Prof Laura Morales (the Principal Investigator, PI) in the project “**Consolidating Open Science and Data Initiatives on Ethnic and Migrant Minorities in Europe** (OPENMIN)”, funded by the French Agence Nationale de la Recherche within the CHIST-ERA ORD Call.

OPENMIN is a multinational project jointly undertaken with five other partners across Europe.

The team led by Prof Morales at CEE will coordinate this project, as well as take care of the coordination of the collaboration with ETHMIGSURVEYDATA and several European research infrastructures, in order to:

- (1) Expand and consolidate the Ethnic and Migrant Minority (EMM) survey metadata registry developed by ETHMIGSURVEYDATA and SSHOC,
- (2) Expand the EMM Question Bank (EQB),
- (3) Create the Ethnic and Migrant Minorities Post-Harmonized Survey Data Bank,
- (4) prototype a new Ethnic and Migrant Minorities Qualitative Study Registry
- (5) prototype a new self-depositing Ethnic and Migrant Minorities Open Data Repository,
- (6) generate a metadata collection on surveys conducted with Ukrainian migrants and refugees
- (7) prototype for an Ethnic and Migrant Minorities Survey Data Playground, and
- (8) think strategically about the long-term sustainability of research and data infrastructures in the EMM and Migrant Studies field.

The appointed Junior Researcher will thus join a large international team of experts from all across Europe on the integration of EMMs and on survey and qualitative research and will have the chance to work on a research project that will break new ground in these fields. This is, thus, a unique opportunity to build a career in open and FAIR research and data focusing on this specific sub-population.

Contract details

The appointment is full-time and available from May 2nd (or as soon as possible thereafter, and always before 13th May) with a contract duration until the end of the project on 28 February 2026.

Type of contract: Fixed-duration contract (CDD).

How to apply

Please send:

- (1) A cover letter outlining precisely the essential and desirable qualifications and skills outlined below (listed under "Requirements") that you meet for this position, as well as any previous experience in open science and survey research; and
- (2) A CV which includes a detailed list of the courses and training on survey research followed at undergraduate and postgraduate level,

to recruitment.cee@sciencespo.fr by **5 pm (Paris, CET) on March, 20, 2024** with the subject "OPENMIN researcher position application" in the email.

Incomplete applications will not be considered.

Interviews will be planned between 25 March 2024 and April 6 (interviews through video-connection possible for those not residing in Paris).

Tasks

The RA will be expected to:

- Coordinate the daily work at CEE on this project as well as the collaboration with all other consortium partners in order to achieve the goals of the project (under the supervision and guidance of the PI);
- Prepare and undertake all necessary tasks relating to the goals of the project, including data entry from questionnaires in several languages (English at least, and when proficient also another language);
- Document the technical and research processes, outcomes and options emerging from the project and support the writing and publication of papers and reports stemming from the project;
- Participate in the dissemination of the project activities and outputs within the European communities of data producers and users;
- Responsible for the maintenance and version control of the data compiled. This will also include inputting of data and its safe storage using the agreed protocols, as defined by Sciences Po's research data protection policy and any other such protocols imposed by the ANR and the OPENMIN consortium;
- Identify and understand work requirements prioritising tasks and responsibilities within an agreed timeframe agreed with the PI;
- The post holder will be required to effectively manage their time to deliver on the priorities of the project. The post holder will need to plan ahead to ensure the research is delivered in accordance with the overall research objectives and deadlines. This may include defining tasks and schedules, organising meetings, preparing intermediate reports on data and findings, and contributing to the project final report;
- Any other tasks that might be necessary for the proper undertaking of the role and the successful completion of the project.

Requirements (please, do not apply if you do not meet those outlined as Essential)

Qualifications, Knowledge and Experience

Essential:

- A PhD degree in any Social Science with a strong methodological focus relevant to the project, specifically relating to survey methodology.*
- Demonstrable training in survey research methods and techniques at undergraduate or postgraduate level.*
- An expertise, backed up by research or work experience, in survey research and open science.*
- Proficiency in English (active and passive use of the language) at intermediate level (i.e. B2 or C1 level).*
- Proficiency in at least one other EU language at intermediate level (i.e. B2 or C1 level). *
- Experience or training in the management and documenting of survey data.
- Research experience in topics relating to ethnic and/or migrant integration.

Desirable, but not essential:

- The ability to read and write in one of the following languages: Croatian, Dutch, German, Hungarian, Italian, Norwegian or Spanish.
- Prior research experience in externally funded projects.
- Experience in international collaboration in social science research or consultancy experience.

Skills, Abilities and Competencies:

Essential:

- Proven ability of social science data input, management and analysis with Excel.*
- Proven ability to write up research findings.*
- Ability to take initiative, self-manage and contribute intellectually to the overall project.
- Expertise with relevant office packages.
- Ability to work as part of a team.
- Good oral and written communication skills.*
- Attention to detail.*

Desirable but not essential:

- Proven ability of social science data input, management and analysis with Stata or R.
- Familiarity with international standards for the production, documentation and archiving of survey data (e.g. DDI, Dublin Core, RDA recommendations, etc.)
- Intermediate-level quantitative analysis skills (e.g. up to multivariate regression analysis).

*(*Criteria to be used to shortlist candidates for interview)*