



*Cold War History Research Center at
HAS Centre for Social Sciences and
Corvinus University of Budapest*

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Vacancy: Assistant Research Coordinator

About the position

The Cold War History Research Center is looking for an Assistant Research Coordinator. He/she will be involved in managing the internship program of the Center, organizing its conferences, conducting administrative and research related tasks, etc. The assistant is expected to work 15-20 hours/week.

What we are offering is a multinational environment, involvement in the wide range of tasks and flexible working hours. The assistant research coordinator will receive credits per semester, which can be used as research credits. He/she will also have a possibility to contribute to the publications of the Center and to earn publication credits. In summer, a modest financial compensation will be provided.

Requirements

The ideal candidate should be a last year master degree student or a 1st or 2nd year PhD student, with research interests related to Cold War history or history of international relations and diplomacy. An excellent command of English (written and spoken) is mandatory; command of other foreign languages is an asset. IT skills (MS Word, Excel, PowerPoint) are also considered to be essential, while the ability to edit homepages gives the applicant an advantage. Immediate availability is highly desirable.

About the Cold War History Research Center

The Center was established in December 1998. Its English language website, providing articles, documents, chronologies, bibliographies and finding aids is the only such institution in the former Soviet Bloc and now it is an indispensable resource for international scholars and students interested in the history of the Cold War, Communism, Eastern Europe and the Soviet Bloc. Since 2009 the Center has been affiliated with the Institute of International Studies at Corvinus University of Budapest, and beginning in 2017, also with the Centre for Social Sciences, at the Hungarian Academy of Sciences.

Application

Please send your CV and your cover letter to the following e-mail address: coordinator@coldwar.hu as soon as possible. Write in the subject of your e-mail: ASSISTANT RESEARCH COORDINATOR. For any questions, please contact the current research coordinator – Valeria Puga Alvarez, at coordinator@coldwar.hu