



Open position within the CLARIN-CH Coordination Office
Project coordinator (25-30 % for 10 months)

[CLARIN-CH](#) is the national node of CLARIN, which stands for "Common Language Resources and Technology Infrastructure". The CLARIN-CH Coordination Office is hosted by the Zurich Center for Linguistics, University of Zurich, and it is led by Dr. Cristina Grisot.

We are seeking for an MA-holder or a PhD student with experience in corpus linguistics and excellent organizational skills to reinforce the CLARIN-CH Coordination Office until June 2025.

The successful candidate will support the National Coordinator in the **coordination of two Open Research Data projects**:

- Upgrading the linguistic ORD-ecosystem - [UpLORD](#) project
- Moving towards a national FAIR-compliant ecosystem of Federated Infrastructure for Language Data - [FAIR-FI-LD](#) project

Tasks:

- Monitor task completion according to the project timeline
- Foster exchange and cooperation among project teams and their members
- Organise meetings and keep minutes
- Keep the webpages of the projects up to date
- Contribute to writing project reports
- Contribute to the creation of documentation and other materials regarding ORD practices

Profile:

- Training in corpus linguistics
- Proved experience in project coordination
- Strong organizational skills
- Good knowledge of the Swiss linguistics landscape
- Interest in Open Science, and specifically the Open Research Data paradigm
- Work efficiency
- Mastery of one or more of Switzerland's national languages
- Mastery of English, both orally and in writing

What we offer:

- An active and stimulating work environment
- The opportunity to contribute to the development of the Swiss ecosystem of research infrastructures for language data in the spirit of Open Science
- The possibility for partial remote work

Starting date: 1 September 2024

To apply, please send your CV, a short letter of motivation and a copy of your diplomas to contact@clarin-ch.ch by **August 15** at the latest. The interviews will take place during the week of August 19.