

Consulta de Oferta con código: 60480

Ficha Oferta

Empresa		Tipo Entidad
IE University - IE Tower		Universidad
Referencia	Fecha de Llegada	Publicada hasta
Project Coordinator	25/02/2026	25/03/2026

Datos Oferta

Puesto		Número de Plazas
Project Coordinator (Research Group Administration)		1
Función del puesto		
The Cyber-Physical Life research group (https://cyphy.life) at the IE School of Science and Technology is seeking a Project Coordinator to support the day-to-day management of research activities, project administration, and event organization.		
Tipo de Contrato	Dedicación	Remuneración Bruta (euros/año)
Indefinido	Jornada completa	
Disponibilidad para Viajar	Provincia	Municipio
	Madrid	Madrid
Fecha de Incorporación	Duración	
01/02/2026		
Enlace Web		
https://careers-ieedu.icims.com/jobs/2919/project-coordinator%2c-research-office-%28temporary%29/job		

Nivel Académico

- Grado

Titulaciones Académicas

- Abierto

Áreas tecnológicas

- P-165 Robótica
- O- Gestión y Administración
- N- Gestión de la Investigación
- N-04 Gestión de proyectos de investigación

Idiomas

- Español - Nivel escritura: Alto - Nivel conversación: Alto - Nivel lectura: Alto
- Inglés - Nivel escritura: Alto - Nivel conversación: Alto - Nivel lectura: Alto

Fecha y hora de generación: 06/03/2026 13:56:13



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Dirección General de Investigación
e Innovación Tecnológica

CONSEJERÍA DE EDUCACIÓN,
CIENCIA Y UNIVERSIDADES



Fundación
Universidad-Empresa

Otra información de interés

Key Responsibilities:

- Administrative & operational support
- Manage documentation, contracts, and internal procedures
- Support onboarding of researchers, students, and visitors
- Maintain internal project tracking and organizational workflows
- Event & outreach coordination
- Organize workshops, seminars, conferences, and lab events
- Coordinate logistics (venues, travel, catering, materials)
- Support communication and dissemination activities (web updates, calls, social media announcements)
- Lab coordination
- Act as a central point of contact for the research group
- Support strategic initiatives and day-to-day lab operations
- Manage social media announcements
- Organize video recordings in coordination with videographers
- Research project administration
- Support the coordination of national and international research projects
- Assist with budgets, timelines, deliverables, and compliance requirements
- Manage the purchase of lab supplies and research equipment.

About Us:

The Cyber-Physical Life research group (<https://cyphy.life>) explores the convergence of autonomy, creativity, and decentralized intelligence through applied research and real-world experimentation, working at the intersection of technology, design, and society.

Come help us build, organize, and amplify the future of cyber-physical research.

Application Instructions:

Interested candidates should submit a curriculum vitae. Inquiries about the position may be addressed to Eduardo Castelló Ferrer at eduardo.castello@ie.edu. Applications will be reviewed on a rolling basis until the position is filled. IE University is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Location:

This position is based at our Madrid campus, located in the heart of the city's financial district.

