

AI Research Center Coordinator for ELLIS Institute
Finland
Aalto University

Direct Link: <https://www.AcademicKeys.com/r?job=251666>

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Posted Jan. 15, 2025, set to expire Dec. 31, 2025

Job Title AI Research Center Coordinator for ELLIS Institute
Finland

Department T313 Dept. Computer Science

Institution Aalto University
, , Finland

Date Posted Jan. 15, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Core Faculty

Academic Field(s) Computer Science

Job Website https://aalto.wd3.myworkdayjobs.com/aalto/job/Otaniemi-Espoo-Finland/AI-Research-Center-Coordinator-for-ELLIS-Institute-Finland_R41280

Apply By Email

Job Description

ELLIS Institute Finland, currently in its launch phase, is set to become a powerhouse for AI innovation in Finland and Europe. It is a central part of the pan-European AI network of excellence - ELLIS, European Laboratory for Learning and Intelligent Systems. Rooted in European competence and values, the Institute will serve as Finland's leading-edge AI research center, driving transformative research, advancing RDI collaborations, and facilitating engagement between academia, industry, and public stakeholders. Coordinated by Aalto University, the ELLIS Institute Finland operates in partnership with all Finnish universities. Building on the success of the Finnish Center for Artificial Intelligence FCAI - the Research Council of Finland's Flagship (2019-2026) - and its pioneering work in machine learning, the Institute is uniquely positioned to further elevate Finland's role in global AI research and innovation.

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We are now looking for a

AI Research Center Coordinator for ELLIS Institute Finland

Are you a skilled individual ready to support the launch of a cutting-edge AI research institute and navigate the complexities of setting up a large-scale entity?

We are seeking a dynamic and highly organized Institute Coordinator to play a key role in the team managing the operations of the ELLIS Institute Finland. This position offers a unique opportunity to contribute to the development of Finland's AI ecosystem while supporting the Institute's long-term success in collaboration with academic, governmental, and industrial partners, as well as within the ELLIS network.

Your Role

As the Institute Coordinator, you will coordinate and organize the day-to-day operations of the ELLIS Institute Finland. Your responsibilities will include administrative tasks to ensure smooth and effective operations across institute partners, such as

- * Coordinating and implementing main initiatives that advance the Institute's goals, with one of the key priorities being the recruitment of top-level talent
- * Project management duties, including meeting coordination, preparation of reports and documentations, and progress tracking
- * Providing guidance and support to the Institute faculty
- * Coordinating the Institute's collaboration within the ELLIS network
- * Contributing to the development and implementation of long-term strategic plans, including key partnerships with universities, industry stakeholders, and public sector organizations

Your specific responsibilities will be defined based on your experience and interests.

Your Profile

To excel in this role, you should have:

- * A Master's or Ph.D. degree (highly preferred), ideally with subject matter expertise in artificial intelligence
- * Proven experience in project management and administrative coordination in an academic or other research environment
- * Excellent organizational skills, with the ability to manage multiple tasks, prioritize effectively, and meet deadlines
- * A proactive, solution-oriented approach, with the ability to navigate complex research landscapes
- * A collaborative mindset, with the ability to build strong working relationships with a wide range of partners
- * Strong communication skills in English (required); fluency in Finnish (highly preferred)

What We Offer

We offer an inspiring and multifaceted role where you can make a meaningful contribution to the



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development of the AI research landscape in Finland. You will be part of a motivated team and at the heart of the action, working closely with leading AI experts. This position provides a unique opportunity to gain valuable experience in both the strategic and operational aspects of launching and managing a research center, fostering professional growth within a world-class, evolving ecosystem.

This is a full-time, permanent position. Your office will be located at Aalto University's beautiful campus, providing a motivating environment among other brilliant people. We offer health services and other wellbeing benefits, as well as a supportive atmosphere for developing your career and skills.

Ready to Apply?

If you are interested in joining our team, please submit your application, including a motivation letter (max. 2 pages) and CV in a single PDF, through our recruitment system by February 2, 2025.

If you are already an Aalto employee, please apply with your employee profile through the Workday system (internal jobs/sisäiset työpaikat).

For more information about the position, please contact: * Outi Kivekäs, Manager, ELLIS Institute Finland, +358 50 430 6322. January 17, 14:00-15:00, January 23, 14:00-15:00.

Please note that we cannot respond to email enquiries.

More about FCAI and ELLIS Institute Finland:

[url=https://fcai.fi/]fcai.fi

[url=https://fcai.fi/ellis-institute-finland]https://fcai.fi/ellis-institute-finland

More about Aalto University:

[url=https://www.aalto.fi/en/node/14576]Aalto.fi

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Finland