

EUI REMUNERATED TRAINEESHIP OPPORTUNITIES Academic Service

The [Academic Service](#) of the European University Institute, based in Florence (Italy), is looking for a trainee to support the general administration of the Service.

The main tasks include:

- Providing general administrative support to various members of the Academic Service;
- Updating the archiving and filing systems;
- Assisting with the organisation of meetings and other events;
- Updating internal databases;
- Drafting certificates and internal documents;
- Web-editing.

Type and Duration

- 12 months, the first three months of which constitute a trial period.
- Full time (Monday to Friday; 8 hours/day).
- Start of the traineeship: 1 October 2017.

Conditions for Eligibility

Candidates must:

- A) Be nationals of a European Union member state, or of a candidate country which benefits from a pre-accession strategy (nationals of non-member states may be accepted on the basis of a specific agreement of the Secretary General);

AND

- B) Are studying for a first (post-secondary education) degree and are in the process of obtaining the qualification; OR
C) Are involved in a vocational training programme; OR
D) Have obtained the above (B or C) qualification, no longer than 18 months prior to the beginning of the traineeship;

AND

- E) Have a thorough knowledge of English (equivalent to level C1). Knowledge of another European language may be an advantage but this is not a requirement (it should be taken into account that English, French and Italian are the main working languages at the EUI).

All rules governing the traineeship refer to the [President's Decision no.39/2013](#)

IMPORTANT: please note that persons who do not meet the conditions above should not apply and may not receive any response if they choose to do so.

Qualifications Required

- Fluent in written and spoken English;
- Administrative experience;
- Good working knowledge of office automation software;
- Experience / ability to work as part of a multinational and multidisciplinary team in an international environment.

Advantageous

- Good knowledge of Italian;
- Knowledge of additional languages of the European Union;
- Acquaintance with database management and statistical analysis;
- Communication and organisational skills;
- Work experience in an academic or research environment;
- Web-editing skills.

Benefits

- Maintenance grants of 1.300 Euros per month;
- A discount of 40 per cent for one lunch per day at the EUI canteen;
- Travel cost reimbursement for the journey to Italy from his/her place of origin and final return trip is provided;
- Access to EUI facilities: Library, PC Rooms, Cafeteria, Gym

TO APPLY:

Please send a CV to Pauline.Depierreux@eui.eu, mentioning in the subject: *Application for Academic Service Traineeship: General Administration*

Deadline for applying: Monday 21 August 2017

For more information on traineeships at the EUI:

<http://www.eui.eu/About/JobOpportunities/Traineeships.aspx>

EUI general information: www.eui.eu

Academic Service

European University Institute

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