



Florence, 12/01/2018

VACANCY NOTICE for a PROJECT ASSISTANT

The EUI has a vacancy for a Project Assistant in the School of Transnational Governance

Reference number: STG1/2018 (please quote in all correspondence)

Department:	School of Transnational Governance
Length of contract and % of full-time:	Initial contract of 1 year (full time). The contract may be renewed up to a total period of 5 years. Starting date as soon as possible
Salary indication:	Basic monthly net salary approx. 2500, and allowances if applicable. More information about conditions of employment is available here .
Director of project:	Prof. Miguel Poiares Maduro
Title of project:	School of Transnational Governance
Job description:	<p>The School of Transnational Governance is looking for a Project Assistant to assist in the coordination of the program: “Executive Trainings Seminar” of the STG.</p> <p>Expected tasks:</p> <ul style="list-style-type: none">- Coordinate with the School’s top management the program’s implementation and forward-planning- Represent the main interface to the Seminar’s scientific coordinators- Coordinate the selection of participants to the ETS

Qualifications:	Essential: <ul style="list-style-type: none">- Degree in a field relevant to the position;- Experience in training top-level policy practitioners in an academic setting;- Intellectual dynamism in tackling a diverse set of policy issues;- Entrepreneurial mindset in identifying new initiatives related to the themes developed by the School.
Languages:	Fluency in English is essential, knowledge of other languages is an advantage
Contact details	For more information contact fabrizio.tassinari@eui.eu
Deadline	The closing date for applications is: 15 February 2018
How to apply	Fill in the on line application form and upload documents as requested

