



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: STG3/2018 (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. 1900, 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 Master Program Curriculum of the STG.</p> <p>Expected tasks:</p> <ul style="list-style-type: none">- Coordinate with the School's top management the program's creation- Liaise with the Program's advisory board about all issues pertaining to the Master program- Gather information as regards relevant, existing Masters programs in Europe and globally

Qualifications:	Essential: <ul style="list-style-type: none">- Degree in a field relevant to the position;- Experience in higher education sector in a European and global setting, particularly as regards to programming and implementation of Masters curriculum;- Knowledge of the formats and structures of Master programs, including accreditation systems;- Experience in cooperation with academic institutions and senior academics.
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