



The EUI has an open vacancy for a

# Project Assistant in the School of Transnational Governance

Florence, 01 August 2023

Reference: **V/PA/STG/22/2023**

## Who we are

The **European University Institute** (EUI) at a glance:

- an **international organisation** set up in 1972;
- a research university focusing exclusively on **postgraduate, doctoral and post-doctoral studies**, and advanced research;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

The EUI School of Transnational Governance (STG) trains tomorrow's leaders on the concepts, methods and practices of governance beyond the state. It offers policy leader fellowships, executive training and highlevel policy dialogues. The School launched a new Master's programme in transnational governance in 2020.

## Employment details

<b>Contract type</b>	Full-time (30/30, 40 hours/week)
<b>Length of contract</b>	12 months. Start date as soon as possible  This contract may be further renewed (several times and conditional to the availability of funds), leading to an extension of the period of service up to a total of 5 years, including the first contract period.
<b>Salary indication and grade</b>	Grade: ASTAC1b step 1  The basic net monthly salary after taxes is approximately 2,810 Euro, plus allowances if applicable.  More information about conditions of employment is available <a href="#">here</a> .

Place of work

Florence, Italy

## About the project

Project Director(s)

STG Director Alexander Stubb

Project details

[The European Digital Media Observatory \(EDMO\)](#) brings together fact-checkers, media literacy experts, and academic researchers to understand and analyse disinformation, in collaboration with media organisations, online platforms and media literacy practitioners.

Job description

The Project Assistant will provide organisational and logistic support to the Director of the project. Main tasks include:

- Assisting in the coordination and implementation of the EDMO communications strategy and assessing its impact;
- Producing videos, fact-sheets, social media posts, assisting with the creation and implementation of social media campaigns, coordinating with STG and EUI communications teams and collaborating with media;
- Identifying third party organisations which could collaborate with EDMO and coordinating stakeholders when relevant;
- Conducting background research to propose tailored and updated content.

## Qualifications and experience

Qualifications and Experience

**Essential:**

- MA (or equivalent according to EHEA) in social and/or communications sciences;
- Proven experience in working in academic, and/or institutional environments, and/or media;
- Previous work experience in international environments;
- At least 3 years of experience in elaborating and implementing communications strategies.

**Desirable:**

- Demonstrated knowledge of actors and studies related to digital media and disinformation;
- Proven experience with European Union policies and/or EU-funded projects;
- Proven experience in working at the intersection between policy and research.

Languages

Excellent knowledge of English, both spoken and written ([CEFR](#) level: C1 or above). Knowledge of other languages constitutes an advantage.

## How to apply

<b>Deadline</b>	The closing date for applications is <b>27 August 2023</b> at midnight (Florence time)
<b>Contact details</b>	For more information contact Peter Ivanov, <a href="mailto:peter.ivanov@eui.eu">peter.ivanov@eui.eu</a>
<b>How to apply</b>	Fill in the <a href="#">online application form</a> and upload documents as requested

#### **Data Protection**

The purpose of processing the data submitted by candidates is to manage their application in view of a possible pre-selection and recruitment by the EUI. The information candidates provide in their application form is collected for the purpose of the selection procedure. The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 10/2019 of 18 February 2019 regarding Data Protection at the EUI](#)).

#### **Equal opportunities**

The European University Institute applies a policy of equal opportunities, which, in accordance with Article 1d of its Staff Regulations, prohibits discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.