



Unpaid Traineeship – Housing Office

Conditions for Eligibility: Candidate must be enrolled in a university programme at UNIFI.

Type and Duration: unpaid traineeship for 3 months

Description:

The traineeship will be carried out in the Housing Office of the European University Institute (<http://www.eui.eu>) which is responsible for the management of the EUI residential apartments as well as for a housing database providing offers for long and short-term housing on the private market in Florence.

The traineeship offers the opportunity to acquire professional experience in administrative tasks as part of an international organisation.

The trainee will assist the housing manager with the following tasks:

- Coordinate the check-in of new arrivals and check-out of the tenants;
- Inspect the EUI flats, including the inventory, and report on possible damages;
- Provide administrative support, including opening tickets with the helpdesk, drafting documents and filling forms;
- Help academic and administrative staff to address issues related to housing;
- Liaise with the other EUI academic and administrative offices.

Tasks relate to treatment of confidential and sensitive data, therefore, trainees are asked to be very careful.

Essentials:

- excellent knowledge of the Microsoft Office software
- excellent knowledge of English (Min. B2)

Benefits:

- The EUI card allows the use of all the EUI facilities (Library, PC Rooms, Cafeteria, Access to Public Seminars and Workshops).
- The EUI covers the 40% of the cost of one lunch per day in the EUI Canteen.
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To apply please send a CV to eui.pr@eui.eu