

Alumni Officer

FG III – Contract Agent for Auxiliary tasks - 1 year contract

The [European University Institute \(EUI\)](#) is looking for a dynamic and highly motivated Alumni Officer to support the [Development and External Relations Service \(DEXT\)](#). The Alumni Officer will play a vital role in cultivating and strengthening the relationship between the EUI and its alumni community. This involves contributing to the development and implementation of alumni engagement strategies, managing communication channels, overseeing alumni services and supporting alumni events to foster a lifelong connection between the alumni community and the institution. The Alumni Officer is expected to contribute to build a vibrant alumni network that supports the EUI's mission and promotes its reputation globally. The tasks assigned can include the following:

Level of Expertise

- Acting as alumni engagement specialist
- Advising the EUI/DEXT on alumni related issues

Representation/ Communication

- Serving as the primary point of contact for alumni inquiries, providing timely and helpful support
- Supporting the development and implementation of specific communication campaigns to keep alumni informed about EUI news, events and opportunities through newsletters, social media, website updates, and targeted mailing campaigns
- Liaising with the EUI Alumni Association and fostering collaborative relationships
- Promoting the EUI and its programs to the alumni community, including involvement in the PhD and Masters campaigns promotion.

Policy/ Strategy Making

- Contributing to the development and implementation of the EUI's overall alumni engagement strategy
- Analysing alumni engagement metrics and survey data
- Identifying opportunities to enhance alumni services and engagement initiatives.

Level of autonomy and accountability

- Under supervision of the Outreach Coordinator at DEXT, working with a high level of autonomy while adhering to established guidelines and procedures.
- Accountable for the successful execution of alumni events and communication initiatives
- Reports to the Head of Sector Development at DEXT

Managing People/ Role in HR processes

- Collaborating with EUI staff and external vendors as required.

Finance, procurement and budget management responsibilities

- Assisting in the budget management for specific alumni events and initiatives
- processing invoices and tracking expenses related to alumni activities as required

Role in administrative processes

- Managing alumni contact details in the CRM database, including updating contact details, ensuring accuracy and data integrity
- Managing the EUI alumni services, including the alumni inbox, requests for email account activation and alumni card production
- Updating the alumni webpage with relevant content and information
- Conducting internet searches on alumni and collecting alumni data for reporting and engagement purposes
- Producing alumni country reports.

Eligibility Criteria

- Be nationals of a European Union member state
- University degree in a relevant field (e.g., communications, marketing, public relations, or related field) or an equivalent level of professional qualification in a relevant field.
- Excellent communication and presentation skills, both oral and written, in English (CEFR level: C1 or above)

Selection Criteria

- Demonstrated work experience in event planning, communications, or relationship management
- Demonstrated work experience in using CRM systems (e.g., database management) and social media platforms to manage alumni data, track engagement, and generate reports. Strong data entry and analytical skills
- Demonstrated experience in establishing and maintaining strong relationships with alumni within a university framework

Conditions Of Employment

Type and duration of contract:

The successful candidate will be appointed by the Appointing Authority as a contract agent for auxiliary tasks (*type 3b*), at grade FGIII 08 or 09, based on the proven years of experience, pursuant to Title IV of the Conditions of Employment of Other Servants¹. The successful candidate will be offered a contract for a maximum duration of one year (non-renewable).

The successful candidate will be asked to serve a probationary period of nine months. The place of employment is Florence, where the EUI is located.

Remuneration:

The net monthly salary after taxes is €2,516 /2,846€. In addition to the salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The EUI has its own social security and pension scheme. Under certain circumstances, in particular where the selected candidate is obliged to change his/her place of residence in order to take up employment, the EUI may also reimburse various expenses incurred on recruitment, notably removal expenses.

The following table provides examples of monthly salaries taking into account some possible scenarios:

Type of contract	Contract agent – FG III 08	Contract agent – FG III 09
Basic salary (net)	Euro 2,516 (after taxes and social security contributions)	Euro 2,846 (after taxes and social security contributions)
Basic salary plus expatriation allowance (net)	Euro 3,117 (after taxes and social security contributions)	Euro 3,252 (after taxes and social security contributions)
Basic salary plus expatriation and 1 dependent child allowance (net)	Euro 3,725 (after taxes and social security contributions)	Euro 4,081 (after taxes and social security contributions)

Salaries and allowances are exempt from national taxation in Italy and in the EUI Contracting States, but are subject to a tax (deducted at source) for the benefit of the Institute.

How to apply

Fill in the [online application form](#) for spontaneous application and upload documents as requested. On the tab 7 of the application form in the section on **areas of interest**, select **Alumni**. Only applications submitted through the online application form will be accepted. Your application will be considered successfully submitted once you receive an automatic email confirmation.

Deadline for applications: **22/04/25**, 23:59 CEST.

EUI general information: www.eui.eu.

Should you experience any technical issues with the system, please send an email to: applyjob@eui.eu. For more information on the position, please contact dext@eui.eu.

¹ Cf. [Staff Regulations](#) applicable to Permanent Staff Members and Conditions of Employment of Other Servants of the EUI