



EUI REMUNERATED TRAINEESHIP OPPORTUNITY

The [Department of History and Civilization](#) of the [European University Institute](#) based in Florence (Italy) is looking for a skilled and people-oriented trainee for a maximum period of 4 months.

The trainee will assist the Department providing general administrative support in its daily activities, including management of seminars attendance and seminar readings, revision of English texts, advertisement of academic activities, collection of data for annual reporting, document filing, creation of timetables and schedules, web-editing.

Essential requirements:

- Mother-tongue English speaker
- High standards of written skills
- Communication and organisational skills
- Good working knowledge of office automation software
- Administrative experience
- Commitment to deliver and respond in a timely manner to deadlines

Advantageous requirements:

- Knowledge of Italian
- Web-editing skills
- Strong organizational, prioritizing, interpersonal, problem-solving skills
- Ability to work as part of a multinational team in an international environment

Type and duration of traineeship

- Three months, with maximum extension up to four months in total
- Full time (Monday to Friday, 8 hours per day)
- Start of the traineeship: 1 September 2019

Conditions for Eligibility

Candidates must:

- a) be nationals of a European Union member state, or of a candidate country which benefits from a pre-accession strategy;
AND
- b) be studying for a first (post-secondary education) degree and be in the process of obtaining the qualification; OR
- c) be involved in a vocational training programme; OR
- d) have obtained the above (B or C) qualification, no longer than 18 months prior to the beginning of the traineeship;

All rules governing the traineeship refer to the [EUI President's Decision no. 39/2013](#)

IMPORTANT: please note that persons who do not meet the conditions above should not apply and may not receive any response if they choose to do so.

Benefits

- Maintenance grant of 1.335 EUR per month;
- A discount of 40% for one lunch per day at the EUI canteen;
- Remunerated trainees recruited from outside Florence are entitled to reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship;
- Access to EUI facilities: Library, PC Rooms, Cafeteria, Gym, Participation in Public Seminars and Workshops.

TO APPLY:

Please send a CV to Anna.Coda@eui.eu, mentioning in the subject: *Application for Traineeship: General Administration*

Deadline for applications: **24 July 2019**

For more information on traineeships, please visit the EUI webpage:

<https://www.eui.eu/About/JobOpportunities/Traineeships>

For more information on this particular call please contact Ms Anna Coda at +39 055 4686 276 by 19 July 2019.

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