



Florence, 21 September 2015

VACANCY NOTICE for a PROJECT ASSISTANT

The EUI has a vacancy for a Project Assistant in the Department of History and Civilization

Reference number: HEC4/2015 (please quote in all correspondence)

Department:	History and Civilization (HEC)
Length of contract and % of full-time:	50%. Two years starting 1 January 2016
Salary indication:	1.200 euros net
Director of project:	Professor Laura Lee Downs
Title of project:	European Trajectories in the Quest for Welfare and Democracy. Voluntary Associations, Families and the State, 1870s-1990s
Job description:	Administer the budget; Organize workshops and conferences; Assist in developing a major research grant application
Place of work:	European University Institute
Qualifications:	Essential: Experience administering funding, workshops and conferences Experience in developing and administering major research grants, such as those given by the European Research Council Desirable: Research experience in a subject area relevant to the project (Masters' level or above)
Languages:	Essential: Fluent written and spoken English Desirable: Other European languages

Contact details	For more information contact: Laura.Downs@eui.eu
Deadline	The closing date for applications is: 18 October 2015
How to apply	Fill in the on-line application form and upload documents as requested. Only applications submitted through the on line form will be accepted.