VACANCY NOTICE for a PROJECT ASSISTANT

The EUI has a vacancy for a Project Assistant in the Robert Schuman Centre for Advanced Studies.

Reference number: RSC50/2016 (please quote in all correspondence)

Department:	Robert Schuman Centre for Advanced Studies
Length of contract and % of full-time:	Full time, initial contract for one year, can be renewed up to a total of 5 years
Salary indication:	Basic salary between approx. € 1.800 - € 2.100 (depending on qualifications), plus allowances if applicable
Director of project:	Prof. Brigid Laffan
Title of project:	Online training by various programmes and projects of the RSCAS
Job description:	The successful candidate will support various projects and programmes of the Centre as an e-learning specialist / course designer. In collaboration with academic staff and administrative support staff, s/he will, on the basis of the content provided by the academic staff members, create digital learning content for various online and blended training courses and coordinate the production phase. S/he will promote improved and innovative methods and tools and provide training to the trainers to develop their online teaching skills. S/he will advise other staff members who support training activities in the Centre. S/he will liaise with the web master, the video maker and the ICT service in the development of high quality online teaching material.
Place of work:	Florence
Qualifications:	**Essential:** Master of Education (M.Ed) in Instructional Design, Educational Technology or other relevant degree, and at least 3 years of relevant work experience in the design and management of online (adult) education, using ICT in education, such as digital assessment, e-moderating, online teaching

	methods and platforms;
	Desirable: Affinity with the training topics offered by the Centre, work experience in an academic and/or international environment, basic project management skills.
Languages:	Excellent knowledge of English is required
Contact details	For more information contact meilan.goei@eui.eu
Deadline	The closing date for applications is: **18 December 2016**
How to apply	Fill in the on line application form and upload documents as requested.