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ROBERT
SCHUMAN
CENTRE FOR
ADVANCED
STUDIES

Florence, 19 July 2017

VACANCY NOTICE for a PROJECT ASSISTANT (WEB AND DATA BASE MANAGEMENT)

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

Reference number: RSC38/2017 (please quote in all correspondence)

Department:	Robert Schuman Centre for Advanced Studies (RSCAS), Florence School of Regulation – Communications and Media (FSRC&M) and Centre for Media Pluralism and Media Freedom (CMPF)
Length of contract and % of full-time:	Full-time, starting as soon as possible for one year initially. The contract can be further renewed several times up to a total of 5 years (including the first contract period).
Salary indication:	The basic net monthly salary after taxes is approx. 1,860 euro. In addition to the salary, the Project Assistant may be entitled to receive various allowances, in particular: household allowance, expatriation allowance, dependent child allowance and education allowance. More information about conditions of employment is available here .
Director of project:	Prof. Pier Luigi Parcu
Title of project:	Florence School of Regulation – Communications and Media (FSRC&M) and Actions to enhance information on Freedom of the Media and Media Pluralism in Europe (“Communication Project”)
Job description:	<p>The Project Assistant will support the Centre for Media Pluralism and Media Freedom (CMPF) and the Florence School of Regulation – Communications and Media (FSRC&M) through web and database management. The Project Assistant will edit and customise the CMPF and FSRC&M website according to the specifications of the research teams and within the guidelines of the Web Unit of the Robert Schuman Centre for Advanced Studies (RSCAS). He/she will also maintain and develop the CMPF research databases.</p> <p>Specific tasks:</p> <ul style="list-style-type: none">• Maintain, update, and interact with the CMPF and

	<p>FSRC&M websites and databases.</p> <ul style="list-style-type: none"> • Create text, tables, figures, and other types of visualisations (e.g. info graphics) for presentations and publications from the databases. • Suggest new potential organisation of the content and design of the website as well as any other improvement. • Communicate clearly and effectively while contributing as a productive member of assigned team and with other staff under the supervision of the Web Unit of the Robert Schuman Centre for Advanced Studies (RSCAS). • Work closely with other team members. • Attend relevant meetings, adhere to deadlines, and participate as a vital member to collectively advance team-level objectives.
Place of work:	Florence, Italy
Qualifications:	<ul style="list-style-type: none"> • Solid skills with Wordpress, HTML, PHP, Javascript, MySQL and design techniques. • Experience with using, building or maintaining databases of quantitative information optimal. • Ability to participate productively in interdisciplinary research teams. • Attention to details.
Languages:	Good knowledge of English, knowledge of other languages is a plus
Contact details	For more information contact claudio.mazzetti@eui.eu
Deadline	The closing date for applications is: 27/08/17
How to apply	Fill in the on line application form and upload documents as requested