



European
University
Institute

ROBERT
SCHUMAN
CENTRE FOR
ADVANCED
STUDIES

Florence, 23/11/2017

VACANCY NOTICE for a PROJECT ASSISTANT: COMMUNICATION ASSISTANT

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

Reference number: RSC60/2017 (please quote in all correspondence)

Department:	Robert Schuman Centre for Advanced Studies
Length of contract and % of full-time:	Initial contract of 1 year (full time). The contract may be renewed up to a total period of 5 years. Starting date as soon as possible
Salary indication:	Basic monthly net salary approx.. € 1.800, and allowances if applicable. More information about conditions of employment is available here .
Director of project:	Prof. Brigid Laffan
Title of project:	Global Governance Programme (GGP) and European Governance & Politics Programme (EGPP)
Job description:	<p>The Schuman Centre is looking for a Project Assistant for the GGP and EGPP to support and increase outreach and visibility of research, policy dialogues and training activities. Expected tasks:</p> <ul style="list-style-type: none">• Develop a communication strategy for the programmes and the different research areas, that can frame the different activities in a coherent fashion;• Regularly update and improve the programmes' websites, in collaboration with the Robert Schuman Centre's web team;• Write and edit for the web as well as for other dissemination channels such as brochures, newsletters,

	<p>fact sheets, Activity Reports etc.;</p> <ul style="list-style-type: none"> • Manage the existing dedicated social media platforms' accounts and possibly create more as appropriate; • Manage, adapt and follow-up the planned marketing campaigns for the residential and online trainings, organised via the social media and external platforms, in collaboration with the Academy of Global Governance coordinator; • Support professors and scholars in disseminating the outcome of their research and projects, by pitching opinion pieces to external platforms and liaising with the media; • Supervise the maintenance of the stakeholders' contacts lists and the production and disseminations of the various 'Spotlights' in collaboration with the Admin Assistants; • Produce and disseminate twice a year a Global Governance Programme's newsletter; • Liaise, plan and follow-up with the Robert Schuman Centre's central comms team the graphic design and audiovisual work; • Participate in regular comms coordination meetings organised by the Comms Specialist of the Schuman Centre and ensure the implementation of the internal comms guidelines and policies with the programme's staff.
Place of work:	Florence
Qualifications:	<p>Essential:</p> <ul style="list-style-type: none"> • A degree in Public Relations, Communications Sciences, Mass Media Studies, English or one of the Social Sciences; • At least three years of relevant work experience in communication-related positions; • Web design, web content and social media management skills; • Excellent writing and editing skills in English; • Demonstrated ability to work in a team environment. <p>Desirable:</p> <ul style="list-style-type: none"> • Work experience in an academic institution and/or in an

	<p>international environment;</p> <ul style="list-style-type: none">• Online marketing campaigns experience;• Familiarity with audiovisual production work;• Knowledge of SEO strategies.
Languages:	Fluency in English is essential, knowledge of other languages is an advantage
Contact details	For more information contact MariaElena.Cau@eui.eu
Deadline	The closing date for applications is: 7th January 2018
How to apply	Fill in the on line application form and upload documents as requested