



European
University
Institute

ROBERT
SCHUMAN
CENTRE FOR
ADVANCED
STUDIES

Florence, 3 February 2017

VACANCY NOTICE for a PROJECT ASSISTANT: E-LEARNING SPECIALIST

The EUI has a vacancy for a Project Assistant who will work as an e-learning specialist in the Robert Schuman Centre for Advanced Studies.

Reference number: RSC6/2017 (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. This type of contract can be renewed up to a total of 5 years
Salary indication:	Basic salary between approx. € 1.860 - € 2.380 (depending on qualifications), plus allowances if applicable. More information about conditions of employment is available here .
Director of project:	Prof. Brigid Laffan
Title of project:	Online and blended training by various programmes and projects of the Robert Schuman Centre
Job description:	The successful candidate will support various projects and programmes of the Centre as an <u>e-learning specialist / course designer</u> . 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 high quality 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, provide support and training on the use of educational technology, 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: A bachelors' degree in Instructional Design, Educational Technology or other relevant degree, plus a relevant

	<p>graduate level qualification or significant 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;</p> <p>Desirable: Affinity with the training topics offered by the Centre, work experience in an academic and/or international environment, basic project management skills.</p>
Languages:	Excellent knowledge of English is required
Contact details	For more information contact meilan.goei@eui.eu
Deadline	The closing date for applications is: 28 February 2017
How to apply	Fill in the on line application form and upload documents as requested (CV and statement letter).