



Florence, 23 July 2018

## VACANCY NOTICE for a PROJECT ASSISTANT

The EUI has a vacancy for a Project Assistant in the Academy of European Law

**Reference number:** V/RA/AEL/2/2018 (please quote in all correspondence)

<b>Department:</b>	Academy of European Law
<b>Length of contract and % of full-time:</b>	6 months: 30/30 : 1 October 2018 – 31 March 2019 (with the possibility of renewal for a further six month period)
<b>Salary indication:</b>	Circa € 1.910,00 net / month + allowances if applicable
<b>Director of project:</b>	Directors of the Academy of European Law: Professors Claire Kilpatrick and Joanne Scott
<b>Title of project:</b>	Project Assistance for the Academy of European Law
<b>Job description:</b>	Project assistance for the Academy of European Law, including research assistance, conference organization, website editing, and other project-related tasks.
<b>Place of work:</b>	Florence (residence in Florence is essential)
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Advanced knowledge of Office software</li><li>• Excellent organizational and communication skills</li><li>• Proactive and responsible attitude</li><li>• Ability to work independently and as part of a team</li><li>• Previous web editing experience desirable</li><li>• Ability to translate texts from English to French desirable</li></ul>
<b>Languages:</b>	Excellent knowledge of English and Italian or French
<b>Contact details</b>	For more information contact : <a href="#">Anny Bremner</a> , Coordinator, Academy of European Law
<b>Deadline</b>	The closing date for applications is: <b>7 September 2018.</b>

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**How to apply**

Fill in the [on line application form](#) and upload documents as requested.

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