



European  
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ROBERT  
SCHUMAN  
CENTRE FOR  
ADVANCED  
STUDIES

Florence, 17 December 2018

## VACANCY NOTICE for a PROJECT ASSISTANT – COMMUNICATION and ONLINE CONTENT

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

**Reference number: V/RA/RSC/28/2018** (please quote in all correspondence)

<b>Department:</b>	Robert Schuman Centre for Advanced Studies (RSCAS)
<b>Length of contract and % of full-time:</b>	1 year, starting as soon as possible, with the possibility to be prolonged for maximum up to 5 years  Full time 30/30
<b>Salary indication:</b>	Monthly net salary round 1900-2000 EUR/month plus allowances if applicable  More information about conditions of employment is available <a href="#">here</a> .
<b>Director of project:</b>	Prof. Brigid Laffan / Prof. Jean-Michel Glachant
<b>Title of project:</b>	Florence School of Regulation – Energy & Climate
<b>Job description:</b>	<p>The Project Assistant will be working with the Online Team that takes care of all the communication and online activities of the Florence School of Regulation Energy and Climate (FSR). Main tasks and responsibilities include:</p> <ul style="list-style-type: none"><li>• Assist the FSR team in the development and implementation of the communication strategy targeting stakeholders in the energy regulation field;</li><li>• Create, edit and update various content for the FSR website and FSR social media;</li><li>• Work on the transfer of the existing FSR online courses from the current learning platform to a new one;</li><li>• Work with the development and facilitation of the FSR online courses, using a dedicated online platform;</li><li>• Assist the team in the organization and implementation of the FSR online events;</li><li>• Design of different communication and dissemination materials: infographics, banners, flyers, policy documents and other publications;</li><li>• Take active part in the communication related activities of the RSCAS.</li></ul>

<b>Place of work:</b>	Florence, Italy
<b>Qualifications:</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Degree in communications, design, journalism or similar;</li> <li>• Excellent written and oral communication skills;</li> <li>• Proven ability to work with Adobe Creative Suite, in particular: Photoshop, Illustrator and InDesign;</li> <li>• Previous experience in the field of communication;</li> <li>• Writing for the web;</li> <li>• Strong multi-tasking and organisational skills;</li> <li>• Experience in working with international teams</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Previous working/ study experience in the field of energy policy and regulation;</li> <li>• Knowledge of Wordpress, HTML and CSS;</li> <li>• Familiarity with e-learning;</li> <li>• Knowledge of Adobe Premiere and After Effects;</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of English is required;</li> <li>• Knowledge of other languages is an asset</li> </ul>
<b>Contact details</b>	For more information contact <a href="mailto:Ilina.Hristova@EUI.eu">Ilina.Hristova@EUI.eu</a>
<b>Deadline</b>	The closing date for applications is: <b>15 January 2019 at midnight (Florence time)</b>
<b>How to apply</b>	Fill in the <a href="#">on line application form</a> and upload documents as requested.