



Florence, 20.11.2019

VACANCY NOTICE for a PROJECT ASSISTANT

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

Reference number: V/RA/LAW/8/2019 (please quote in all correspondence)

Department:	Department of Law
Length of contract and % of full-time:	1 January 2020 – 31 December 2020; 7/30 for the Department of Law
Salary indication:	The basic net monthly salary after taxes is approx. 420 €/month net + allowances, if applicable More information about conditions of employment is available here .
Director of project:	Prof. Deidre Curtin
Title of project:	Department of Law
Job description:	The Project Assistant will: <ul style="list-style-type: none">• Formatting working papers• Assisting with practical tasks related to the First Year Programme organisation• Data entry and contact with researchers• Other miscellaneous tasks related to the First Year programme included credit checks and calculations• Web editing assistance
Place of work:	EUI – Law Department

<p>Qualifications:</p>	<ul style="list-style-type: none"> • Knowledge and experience in working with Word/Excel/Adobe Acrobat Pro • Good formatting and editing skills <p>Desirable knowledge of the Law working papers workflow and SSRN portal</p> <p>Essential: Degree in law, social science or philosophy</p> <p>Desirable: Experience in research projects related to the job description, publications.</p>
<p>Languages:</p>	<p>Excellent written and oral command of English</p>
<p>Contact details</p>	<p>For more information contact Valentina Gorgoni</p>
<p>Deadline</p>	<p>The closing date for applications is: 6/12/2019 at midnight (ECT)</p>
<p>How to apply</p>	<p>Fill in the on line application form and upload documents as requested.</p> <p>N.B. EUI researchers who wish to apply should:</p> <ul style="list-style-type: none"> • have submitted the final draft of their thesis (4th year with EUI grant), or • be in their 4th or 5th year (without EUI grant)