



Florence, 21 December 2020

VACANCY NOTICE for PROJECT ASSISTANT

The EUI has a vacancy for two Project Assistants in the School of Transnational Governance.

Reference number: V/RA/STG/12/2020 (please quote in all correspondence)

Department:	School of Transnational Governance (STG)
Length of contract and % of full-time:	Duration: 12 months. The contract may be renewed up to a total of 5 years (including the first contract period). Full-time Start date: March 2021
Salary indication:	Basic net monthly salary is approx. 2585 Euro plus allowances if applicable: e.g. household allowance, dependent child allowance, education allowance etc. More information about conditions of employment is available here . Grade: Astac1/c
Director of project:	Alexander Stubb
Title of project:	School of Transnational Governance (STG)
Job description:	The School of Transnational Governance is looking for two Project Assistants to join the STG team and to Report to the Director of the Executive Education. Expected tasks: - Work on the overall implementation of the Executive Training Seminars (agenda, pedagogic guidelines, background research, contact with speakers and participants, coordination with relevant other team members, etc.) - Act as reference point for specific Executive Training Seminars - Assist the programme Director and the trainers of the Executive Training Seminars; - Proactively contribute with ideas and suggestions.

<p>Selection criteria:</p>	<p>Essential:</p> <ul style="list-style-type: none"> - Degree in a field relevant to the position; - Experience in assisting programme coordination in an academic setting, or in training of practitioners; - Pedagogical knowledge and experience in the various teaching and learning formats: residential, hybrid, online; - Intellectual dynamism in tackling a diverse set of policy issues; - Entrepreneurial mindset in identifying new initiatives related to the themes developed by the School. <p>Desirable:</p> <ul style="list-style-type: none"> - Expertise in an international organization; - Relevant ICT skills in using online and hybrid teaching and learning tools
<p>Place of work:</p>	<p>Florence</p>
<p>Languages:</p>	<p>Excellent level of written and spoken English is essential. Knowledge of other languages is an advantage.</p>
<p>Contact details:</p>	<p>For more information contact paula.gori@eui.eu</p>
<p>Deadline:</p>	<p>The closing date for applications is: 19 January 2021 at midnight (Florence local time)</p>
<p>How to apply:</p>	<p>Fill in the online application form and upload documents as requested</p>

