



Florence, 21 December 2020

**VACANCY NOTICE for PROJECT ASSISTANT**

The EUI has a vacancy for Project Assistant in the School of Transnational Governance

Reference number: V/RA/STG/14/2020 (please quote in all correspondence)

<b>Department:</b>	School of Transnational Governance (STG)
<b>Length of contract and % of full-time:</b>	Duration: 12 months. The contract may be renewed up to a total of 5 years (including the first contract period). Full-time Start date: February 2021
<b>Salary indication:</b>	Basic net monthly salary is approx. 1930 Euro (Astac1e/1) plus allowances if applicable: e.g. household allowance, dependent child allowance, education allowance etc. More information about conditions of employment is available <a href="#">here</a> .
<b>Director of project:</b>	Alexander Stubb
<b>Title of project:</b>	School of Transnational Governance (STG)
<b>Job description:</b>	Being part of the STG team and: <ul style="list-style-type: none"> <li>- Provide support to the STG team on partnerships and networking initiatives (including background research, data gathering and visualization, follow-up activities, project support)</li> <li>- Assist on the preparation of dissemination and networking activities of the STG and on the realization of online events;</li> <li>- Provide specific assistance to various STG projects;</li> <li>- Carry-out background research for relevant STG activities.</li> </ul>
<b>Selection criteria:</b>	<p><b>Essential Criteria:</b></p> <ul style="list-style-type: none"> <li>- A degree in one of the Social Sciences;</li> <li>- Demonstrated practical experience in carrying-out background research;</li> <li>- Keen eye for detail;</li> <li>- Strong planning and organizational skills.</li> </ul> <p><b>Desirable Criteria:</b></p> <ul style="list-style-type: none"> <li>- Experience in an academic institution</li> </ul>

<b>Place of work:</b>	Florence
<b>Languages:</b>	Excellent level of written and spoken English is essential. Knowledge of other languages is an advantage.
<b>Contact details:</b>	For more information contact <a href="mailto:paula.gori@eui.eu">paula.gori@eui.eu</a>
<b>Deadline:</b>	The closing date for applications is: <b>19 January 2021 at midnight</b> (Florence local time)
<b>How to apply:</b>	Fill in the <a href="#">online application form</a> and upload documents as requested

