



Florence, 31 March 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/4/2020 (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 with the possibility to be renewed up to a cumulative period of 5 years. Full-time Start date: ideally May/June 2020
<b>Salary indication:</b>	Basic net monthly salary is approx. 1935 Euro, plus allowances if applicable: e.g. expatriation allowance, household allowance, dependent child allowance, education allowance etc. More information about conditions of employment is available here.
<b>Director of project:</b>	Prof. Miguel Poiares Maduro
<b>Title of project:</b>	School of Transnational Governance (STG)
<b>Job description:</b>	<p>EUI School of Transnational Governance sets out an ambitious programme to develop a comprehensive online education and knowledge-sharing portfolio for the School via online education.</p> <p>The project assistant will contribute to the Master and Executive Training Seminars activities by supporting the planning, designing and development of high-quality learning content, assessment and educational activities in collaboration with administrative and teaching staff.</p> <p>Reporting to the STG management and the STG E-Learning and Pedagogical Expert, the Project Assistant will have responsibility for:</p> <ul style="list-style-type: none"> <li>- creating digital content (such as educational films, interactive presentations and guides online assessments, etc.);</li> <li>- providing training for staff in optimising the use of digital technologies as they design new programmes or revise existing ones, with the overall aim of enhancing the student learning experience;</li> <li>- training students in their use of Brightspace EUI's Virtual Learning Environment (VLE);</li> <li>- in partnership with the E-learning and Pedagogical Expert as well as the Brightspace team, promoting, supporting and developing Brightspace's</li> </ul>

	<p>functionality;</p> <ul style="list-style-type: none"> <li>- being engaged in some project work to enhance existing services and identify and develop new services</li> <li>- using Brightspace, the established EUI VLE and ancillary technologies (Echo 360, media etc.);</li> <li>- assisting in the digital content design, creation processes and review final content against the intentions identified in the storyboard/scripts/raw material; - working with learning technologists across the institution to share best practice as well as colleagues from the ICT and the Web teams as well as the Library.</li> </ul>
<b>Selection criteria:</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>- Graduate with educational experience/knowledge in learning technology, online learning or digital education.</li> <li>- Proven track record of supporting teaching, learning and assessment with technology, ideally in a Higher Education environment.</li> <li>- Experience of working in Higher Education in at least one of the following areas: instructional/learning design, media production, traditional learning technologies (e.g. VLEs, lecture capture systems, online assessment/marketing systems) to design and develop teaching, learning and assessment materials and processes.</li> <li>- Knowledge of pedagogy-based teaching and assessment methods and techniques in Higher education.</li> <li>- Excellent skills in the use of a number of technologies and media relating to teaching, learning and assessment. These may include, for example, HTML, CSS, Articulate, Camtasia, Photoshop, Illustrator, H5P.</li> <li>- Excellent time management skills and ability to multi-task and prioritise,</li> <li>- Excellent communication, interpersonal and presentation skills.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>- Affinity and keen interest in the fields of Climate, Migration, Welfare, Gender, Governance.</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>20 April 2020 at midnight (CET)</b>
<b>How to apply:</b>	Fill in the <a href="#">online application form</a> and upload documents as requested