

Florence, 16 November 2021

VACANCY NOTICE for a PROJECT ASSISTANT

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

Reference number: V/RA/RSC/40/2021 (please quote in all correspondence)

Department:	Robert Schuman Centre for Advanced Studies, Florence School of Regulation – Energy and Climate
Length of contract and % of full-time:	12 months, full-time (30/30). Start date to be negotiated. This contract may be further renewed (several times and conditional to the availability of funds), leading to an extension of the period of service up to a total of 5 years, including the first contract period.
Salary indication:	The basic net monthly salary after taxes is approx. EUR 1,948.00 (grade ASTAC1e step 1). In addition to the salary, the Project Assistant may be entitled to receive various allowances, in particular: household allowance, expatriation allowance, dependent child allowance and education allowance. More information about conditions of employment is available here .
Director of project:	Erik Jones, Director of the Schuman Centre / Prof. Jean-Michel Glachant, Director of the Florence School of Regulation
Title of project:	Florence School of Regulation – Energy and Climate
Job description:	The Florence School of Regulation is looking for up to two Project Assistants to join its Executive Training Courses Team. Expected tasks include: <ul style="list-style-type: none">- implementing, updating, and promoting the FSR's online, residential and hybrid executive training courses;- providing support to course directors in view of the course content;

	<ul style="list-style-type: none"> - contributing to FSR course development and facilitation, using a dedicated online platform (Brightspace); - creating, editing and updating various types of academic, policy-relevant and public-facing content for the FSR website, the FSR newsletters, and FSR social media channels (including data monitoring and analytics, and the use of integrated planning tools); - assisting the FSR team in the development and implementation of its communication strategy targeting stakeholders in the energy regulation sector.
Place of work:	Florence, Italy
Qualifications:	<p>Essential:</p> <ul style="list-style-type: none"> - bachelor's degree in one of the social sciences, communications, or similar; - knowledge of EU policy and regulation; - experience with digital learning, including proven ability to work with LMS (e.g. BrightSpace) and CMS (e.g. Wordpress); - experience in the field of communications, including writing different types of content (academic, policy-relevant and public-facing) for the web and social media. <p>Desirable:</p> <ul style="list-style-type: none"> - experience/ability to work as part of a multinational and multidisciplinary team in an international environment.
Languages:	Excellent knowledge of English as a working language is required. Knowledge of other EU languages is an advantage.
Contact details:	For more information contact: Ian Devine, ian.devine@eui.eu
Deadline:	The closing date for applications is: 30 November 2021 at midnight (Florence time)
How to apply:	Fill in the online application form and upload documents as requested