

Florence, 18 March 2021

VACANCY NOTICE for a PROJECT ASSISTANT

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

Reference number: V/RA/AEL/2/2021 (please quote in all correspondence)

Department:	Academy of European Law
Length of contract and % of full-time:	<p>As soon as possible for 6 months; full-time</p> <p>The contract may be further renewed (several times and conditional on 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.</p>
Salary indication:	<p>The basic net monthly salary is approx. 1,950 euro (grade Astac1e step 1) plus allowances if applicable</p> <p>More information about conditions of employment</p>
Director of project:	Director of the Academy of European Law: Professor Neha Jain
Title of project:	European Society of International Law (ESIL)
Job description:	<ul style="list-style-type: none"> • Management of ESIL membership system • Dealing with project databases • Dealing with participants' enquiries • Editing of project website in English and French • Preparation of statistics and reports • Presenting reports at meetings • Assistance with practical tasks related to event organisation • Other administrative assistance, as necessary

Place of work:	Florence
Qualifications:	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrable experience of working with databases • Proven web editing experience • Excellent communication skills • Previous experience of working in a team and contributing to the attainment of collective objectives <p>Desirable</p> <ul style="list-style-type: none"> • Good knowledge of international law • Familiarity with WordPress web editing • Previous experience of working in an international academic environment
Languages:	<ul style="list-style-type: none"> • Excellent written and spoken English • Fluency in French is desirable
Contact details	For more information, contact : joyce.davies@eui.eu
Deadline	The closing date for applications is 6 April 2021, at midnight (Time in Italy)
How to apply	Fill in the online application form and upload documents as requested.