

Florence, 23 June 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/4/2021 (please quote in all correspondence)

Department:	Academy of European Law
Length of contract and % of full-time:	<p>12 months, 1 Sept 2021 – 30 August 2022; 60%</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>Approximate net salary of 1,155 EUR per month (grade ASTAC1e/1)</p> <p>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.</p>
Director of project:	Directors of the Academy of European Law: Professors Neha Jain, Claire Kilpatrick, Sarah Nouwen, Joanne Scott
Title of project:	Academy of European Law
Job description:	Project assistance for all Academy of European Law projects, including organization of events related to the projects (workshops, book presentations, etc.), writing content / editing for the AEL website and all project websites, and other assistance as required.

Place of work:	Florence, Italy
Qualifications:	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Excellent organizational and communication skills • Ability to work independently and as part of a team • Proactive and responsible attitude, well-organised and with a sense of initiative • Advanced knowledge of Office software • Ability to proactively contribute to the communication of AEL activities via social media, website, etc. <p><u>Advantageous:</u></p> <ul style="list-style-type: none"> • Knowledge of international and human rights law and /or EU law • Experience of using Zoom (or similar) • Experience of using Brightspace • Previous web editing experience • Previous experience of working in an international academic environment
Languages:	<ul style="list-style-type: none"> • Excellent written and spoken English • Other languages an advantage
Contact details	For more information, contact : joyce.davies@eui.eu
Deadline	The closing date for applications is 7 July 2021 at midnight (Florence time)
How to apply	Fill in the online application form and upload documents as requested.