VACANCY NOTICE for a PROJECT ASSISTANT

The EUI has a vacancy for a Project Assistant in the Department of History and Civilisation

Reference number: V/RA/HEC/1/2021 (please quote in all correspondence)

Department	Department of History and Civilisation
Length of contract and % of full-time	Starting as soon as possible for 12 months (renewable for a maximum of 20 months) Part-time (4/30)
Salary indication	The basic net monthly salary after taxes is approx. 500 €/month + allowances, if applicable (ASTAC5 Step 1). More information about conditions of employment is available here.
Director of project	Prof. Corinna Ruth Unger
Title of project	THE EUROPEAN UNIVERSITY OF SOCIAL SCIENCES - RESEARCH AND INNOVATION ' — 'CIVICA RESEARCH'
Job description	CIVICA RESEARCH aims at endowing CIVICA, the European University in Social Sciences, with the instruments of an ambitious and innovative research strategy. CIVICA RESEARCH will explore major institutional transformations to operate a paradigm shift in several key-sectors in a way to: design a strategic research agenda, reinforce human capital and facilitate brain circulation, implement an Open Science culture, create and remove obstacles to shared research ecosystems. The keystone of this strategy are the four central issues to be tackled by all our disciplines: Democracy in the XXIst Century; Societies in Transition and Crises of Earth; Europe Revisited; Data Driven Technologies for Social Sciences. The project will use a wide array of events, infrastructures, and tools to enable each researcher within CIVICA to contribute to our collective elicitation of the joint scientific activities developed around these four priorities.

	In the context of the CIVICA RESEARCH project, the Research Assistant will carry out the following tasks: **Three Annual Doctoral Conferences (Deliverable 5.3)** • prepare and managing the call for applications and the entire selection process • book conference rooms, lunches, coffee breaks, dinners and accommodation for conference participants • prepare the conference program, send out invitations • receive receipts of participants' travel expenses and process reimbursement • write a short conference report including the results of the evaluation and suggestions for improvement for the next conference • develop longer-term community building among CIVICA PhD researchers **Improving Doctoral Training (Deliverable 5.2)** • collect information about the support PhD researchers currently receive from CIVICA institutions • conduct surveys among PhD researchers at the partner universities to learn about their experiences, interests, needs and problems • identify structural, organizational and communicative problems and opportunities • organize a workshop on how to improve existing practices • develop recommendations for best practices in doctoral training • develop a pathway towards an integrated doctoral program across all CIVICA institutions **Evaluation Process (Deliverable 5.6)** • carry out an internal SWOT analysis to identify the strengths and weaknesses of the actions undertaken • write a synthesised self-assessment report • identify at least one training, research and innovation program to be submitted to the Marie Curie ITN
Place of work	Florence or elsewhere, to be agreed with the Project Director
Qualifications	• PhD degree in political science, sociology, or history • Three single-authored, peer-reviewed publications (journal articles, book chapters, book) • Experience with interdisciplinary research • Familiarity with the European landscape of postgraduate training and with European funding schemes • Experience with organizing international conferences • Excellent organizational and communicative skills • Proven ability to work both independently and as part of a team • Intercultural skills and proven ability to work in an international environment

	• Willingness to travel
Languages	• Fluency in written and spoken English • Fluency or excellent skills in another major European language
Contact details	For more information contact manuela.corsini@eui.eu
Deadline	The closing date for applications is: **Wednesday, 14 April 2021 at midnight (Florence time)**
How to apply	Fill in the online application form and upload documents as requested.