

Florence, 11 May 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/18/2021** (please quote in all correspondence)

Department:	Robert Schuman Centre for Advanced Studies, Florence School of Regulation Communication & Media (FSR C&M), Centre for Media Pluralism and Media Freedom (CMPF), Florence Competition Programme (FCP)
Length of contract and % of full-time:	Full-time, one year, starting as soon as possible. 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 is approx. 1,927 euro (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:	Prof. Pier Luigi Parcu/Prof. Brigid Laffan
Title of project:	Florence School of Regulation Communication & Media (FSR C&M), Centre for Media Pluralism and Media Freedom (CMPF), Florence Competition Programme (FCP)
Job description:	<p>Florence School of Regulation Communication & Media (FSR C&M), Centre for Media Pluralism and Media Freedom (CMPF), Florence Competition Programme (FCP) are looking for a candidate to fill the position of a Digital info specialist. The selected candidate will be in charge of managing the full range of communication activities of the CMPF, FSR C&M, FCP. In particular, he/she will be responsible for:</p> <ul style="list-style-type: none"> • The management and update of the websites of the projects and of the associated social media's accounts,

	<ul style="list-style-type: none"> • The design and management of awareness raising campaigns (CMPF) and marketing campaigns (FSR C&M and FCP) • The development of multimedia products • Websites management (CMPF, FSR C&M and FCP) • Management of social media channels. • Build and maintain campaigns based on the projects' outputs and goals. • Design and develop digital content (videos and/or infographics). • Editor of the newsletters and media releases. • Working on publications such as the annual reports. • Research new media opportunities to disseminate the projects' work.
Place of work:	Florence, Italy
Qualifications:	<p>Essential:</p> <ul style="list-style-type: none"> • Work experience in Communications, PR, and/or media industries • Strong communication skills • Experience in design editing software (e.g. Adobe) • Experience using CMS (WordPress) • Experienced user of social media, in particular: LinkedIn, Twitter and Instagram • Excellent organisational skills and problem-solving attitude • Ability to work autonomously and to be proactive • Ability to manage a complex workload and to prioritise tasks <p>Advantageous:</p> <ul style="list-style-type: none"> • Experience in SEO Analytics • Experience in EU affairs and of the current debates related to digital economy and media
Languages:	Excellent knowledge of English, both spoken and written is essential (CEFR level: C1 or above). Knowledge of other languages is a plus.
Contact details	For more information contact: claudio.mazzetti@eui.eu
Deadline	The closing date for applications is: 28 May 2021 Extended to 20 June 2021 at midnight (Florence time)
How to apply	Fill in the on line application form and upload documents as requested.