

Florence, 23 July 2021

VACANCY NOTICE for PROJECT ASSISTANT

The EUI has a vacancy for Digital Marketing Project Assistant in the School of Transnational Governance

Reference number: V/RA/STG/11/2021(please quote in all correspondence)

Department:	School of Transnational Governance
Length of contract and % of full-time:	Full time, 12 months. Starting date to be agreed with the candidate, preferably January, 2022. 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. 1,948 euro (grade Astac1estep 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 . Grade Astac1e/1.
Director of project:	Alexander Stubb
Title of project:	School of Transnational Governance
Job description:	<ul style="list-style-type: none"> - Work in collaboration with the STG Marketing Officer on the overall development and implementation of social media campaigns across different platforms to contribute to managing delivery of tactical planning, execution, media buying and performance measurement regarding STG executive education; - Conduct background research for digital marketing and implement in practice various modalities; - Assist the Director of Executive Education and the Coordinator of executive education activities regarding all marketing related activities; - Proactively contribute to the further development of the executive education programme in terms of its marketing dimension and outreach.

Qualifications:	Essential: <ul style="list-style-type: none"> ▪ A degree in marketing, business administration, communications or equivalent; ▪ Digitally (and technically) savvy. Experienced with marketing automation database software for customer engagement, e.g. MS Dynamics Marketing Cloud, MailChimp today, WordPress, Adobe Creative Cloud applications, CANVAS or other basic design programmes. Desirable: <ul style="list-style-type: none"> ▪ 3-5 years digital marketing experience, CRM database proficient and/or event management ▪ Experience with web editing software CMS (eg. WordPress and CONTENTSIS) ▪ Project management skills
Place of work:	Florence, Italy
Languages:	Excellent level of written and spoken English is essential, knowledge of other languages is an advantage
Contact details:	For more information contact peter.ivanov@eui.eu
Deadline:	The closing date for applications is: 6 August 2021 at midnight (Florence time)
How to apply:	<p>Fill in the on line application form and upload documents as requested</p> <p>In addition to completing the online form, the candidates are requested to share links to examples from a campaign portfolio or other digital campaign deliverables that they were responsible for creating, implementing or managing.</p>