

Florence, 19 November 2021

VACANCY NOTICE for PROJECT ASSISTANT

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

Reference number: V/PA/STG/16/2021 (please quote in all correspondence)

Department:	School of Transnational Governance
Length of contract and % of full-time:	<p>Full-time, 12 months.</p> <p>Starting date to be agreed with the candidate.</p> <p>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.</p>
Salary indication:	<p>The basic net monthly salary after taxes is approx. 1,948 euro (grade ASTAC1e step 1). In addition to the salary, the Research 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:	Alexander Stubb
Title of project:	School of Transnational Governance
Job description:	<ul style="list-style-type: none"> – Conducting background research for technologies, learning and teaching modalities to improve existing and build new learning tools and technologies; – Engaging in project work to enhance existing services and identify and develop new services; – Working on project assignments related to the EUI's Virtual Learning Environment (VLE) Brightspace; – Assisting organisation and implementation of trainings, workshops and events on e-learning tools and instructional technologies.

Qualifications:	<p>Essential:</p> <ul style="list-style-type: none"> ▪ Bachelor's degree; ▪ Proven knowledge of computers and their different programs and operations; ▪ Proven skill in the operation of hybrid classrooms computer and audio-visual equipment, Zoom, MS Teams, Google Classroom and other video conferencing; ▪ Demonstrated experience in working within a Virtual Learning Environment in the role of developer and/or technical support. <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Knowledge of adult learning theories, assessment, and evaluation in course design and development in diverse content areas.
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 December 2021 at midnight (Florence time)
How to apply:	Fill in the online application form and upload documents as requested