



The EUI has an open vacancy for a

Project Assistant in

Robert Schuman Centre for Advanced Studies

Florence, 11 February 2022

Reference: [V/PA/RSC/4/2022](#)

Who we are

The **European University Institute (EUI)** at a glance:

- an **international organisation** set up in 1972;
- a research university focusing exclusively on **postgraduate, doctoral and post-doctoral studies**, and advanced research;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

The **Robert Schuman Centre for Advanced Studies (RSCAS)** is an inter-disciplinary research centre at the heart of the European University Institute (EUI). It was established in 1992 to complement the four EUI disciplinary departments (Economics, History and Civilization, Law, Political and Social Sciences) with the aim to be involved in both basic and policy research, collaborate with other centres of excellence in Europe, provide opportunities for young scholars and promote dialogue with the world of practice. The Centre's goal is to maintain an environment and support structure that fosters intellectual curiosity and excellent research. The research agenda of the Centre is currently guided by three major themes: Integration, Governance and Democracy; Regulating Markets and Governing Money; and 21st Century World Politics and Europe.

Employment details

Contract type	Full-time
Length of contract	2 years, start date 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 and grade	Grade: ASTAC1e step 1 The basic net monthly salary after taxes is approximately 1989.00 Euro, plus allowances if applicable.

More information about conditions of employment is available [here](#).

Place of work

Florence, Italy

About the project

Project Director(s)

Prof. Thorsten Beck

Project details

The [Florence School of Banking and Finance](#) is a key point of reference for training and debate on banking and finance policy at the European level. Since its establishment in 2016, more than 17.000 people from over 75 countries have participated in over 200 training and debate activities of the School. The banking and financial professionals involved in the School's activities include members of European and non-European central banks, national supervisory and control authorities, European institutions, academia and the private sector, including numerous high profile figures.

Job description

The main tasks of the Project Assistant will include:

- Implementing the online training strategy of the Florence School of Banking and Finance, under the supervision of the online training coordinator;
- Assisting the FBF team in designing training activities;
- Structuring, producing and updating course materials jointly with the FBF communications team;
- Maintaining and updating the content of the online teaching platform (Brightspace) in the occasion of online courses;
- Contributing to online course facilitation, providing support for course participants.

Qualifications and experience

Qualifications and

Essential:

Experience

- Bachelor's degree in one of the social sciences, communications, or similar;
- Excellent and proven organisational and problem-solving skills, preferably in the academic field with a strong online component;
- Proven competences in web editing (e.g. Wordpress), using online communication software (e.g. Zoom), and in using the Office and Adobe tools;
- Proven experience in the field of communications, including interacting with different publics (via email, phone and video calls), writing different types of content (academic, policy relevant and public-facing) for the web.

Desirable:

- Prior experiences working in the area of online training / e-learning;
- Proven ability to work with LMS platforms (e.g. BrightSpace);
- Experience/ability to work as part of a multinational and multidisciplinary team in an international environment;
- Experience in working for an academic institution.

Languages

Excellent knowledge of English, both written and spoken (CEFR level: C1 or above)

Knowledge of other European languages is considered an asset.

How to apply

Deadline

The closing date for applications is ~~28 February 2022~~ **31 March 2022** at midnight (Florence time)

Contact details

For more information contact **Donato Di Bartolomeo**, donato.dibartolomeo@eui.eu

How to apply

Fill in the [online application form](#) and upload documents as requested