



The EUI has an open vacancy for a

## Project Assistant in the

# Robert Schuman Centre for Advanced Studies

Florence, 2 December 2022

Reference: V/PA/RSC/44/2022

### 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 EUI's **Robert Schuman Centre for Advances Studies (RSCAS)** carries out research on the major issues facing Europe, bridging the world of academia and practice through interdisciplinary and applied research.

The Project Assistant will be based at the [Centre for a Digital Society \(CDS\)](#) which is part of the RSCAS. The CDS is an academic hub gathering scholars, public enforcers, practitioners, and representatives of the industry and civil society to debate the challenges of digital transformation and its impact on markets and democracy. The Centre builds upon the experience gained during the past decade by the Florence School of Regulation – Communications and Media Area (FSR C&M) and by the Florence Competition Programme (FCP). With the establishment of the CDS, the two projects merge into a unique programme, broadening their focus beyond the regulation of the media sector and competition policy. Within the Robert Schuman Centre, the CDS sets the ground for close collaboration with the Centre for Media Pluralism and Media Freedom.

### Employment details

<b>Contract type</b>	Full-time (30/30, 40 hours/week)
<b>Length of contract</b>	One year. 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.
<b>Salary indication and grade</b>	Grade: ASTAC1e, step 1 The basic net monthly salary after taxes is approximately 2000 Euro, plus allowances if applicable.

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

**Place of work**

Florence, Italy

## About the project

**Project Directors**

Prof. Pier Luigi Parcu and RSCAS Director Erik Jones

**Project details**

With its research, policy debate and training programme, the Centre for a Digital Society aims at advising policy makers on how to cope with the challenges that digitalisation poses to markets and democracy. To do so, it adopts an interdisciplinary approach relying on in-house expertise in law, economics and political sciences. For a better understanding of the technical aspects of digitalisation, the Centre actively cooperates with computer scientists and engineers from partner institutions.

The Centre engages in the public debate on digitalisation by focusing on the following core areas:

- Innovation: this area deals with General Purpose Technologies, standardisation, and the evolution of IP rights in the digital context;
- Competition, with a strong focus on competition policy in digital markets;
- Regulation, to address the evolution of sectoral regulation in electronic communications, media and postal markets, as well as the emerging regulatory framework for digital platforms
- Democracy: this area assesses the role of digitalisation in the evolution of civic participation, good governance and fundamental rights.

**Job description**

The Project Assistant will provide organizational and logistical support to the Directors of the Project, by assisting the CDS team in organising and managing the Executive Trainings of the Centre. Main tasks include:

- Contributing to the definition of an executive training strategy for the CDS in collaboration with the Directors and the coordinator(s);
- Assisting the CDS researchers in designing training activities and in producing and updating course materials;
- Uploading and managing the content of the courses on the teaching platform (Brightspace) in the occasion of online courses;
- Contributing to training course's facilitation, acting as tutor for course participants.

## Qualifications and experience

**Qualifications and Experience**

Essential:

- BA in Social Sciences, Communication Sciences, or equivalent;
- Proven experience in the field of executive trainings' organisation, preferably in the academic field;

- Excellent communications skills and ability to use effectively a wide range of communication tools (including social media), evidenced by previous experience;
- Excellent organisational and problem-solving skills developed through previous experience;
- Proven experience/ability to work as part of a multinational and multidisciplinary team in an international environment.

Desirable:

- Prior experiences working in the area of online training/e-learning;
- Proven ability to work with LMS platforms (e.g. BrightSpace).

## Languages

Excellent knowledge of English, both written and spoken (CEFR level: C1 or above). Knowledge of other languages constitutes an advantage.

## How to apply

### Deadline

The closing date for applications is **9 January 2023** at midnight (Florence time)

### Contact details

For more information contact Elisabetta Airaghi, [elisabetta.airaghi@eui.eu](mailto:elisabetta.airaghi@eui.eu)

### How to apply

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