



The EUI has an open vacancy for a

Project Assistant in the School of Transnational Governance and the Communications Service

Florence, 29 June 2022

Reference: V/PA/STG_SCOM/17/2022

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 **School of Transnational Governance** (STG) trains tomorrow's leaders on the concepts, methods and practices of governance beyond the state. It offers policy leader fellowships, executive training and high-level policy dialogues. The School launched a new Master in Transnational Governance (MTNG) Programme in 2020.

The **Communications Service** steers and coordinates the EUI's internal and external communication strategies. The team handles the EUI's public and media relations efforts, produces the Institute's central publications and main web pages, and manages its social media presence. It plans or supports the organisation of major events promoting the research activities and other initiatives that reach out to the EUI community and beyond. It is also in charge of coordinating the relations of the Institute with its Alumni community as well as supporting the recruitment campaigns for early stage researchers.

Employment details

Contract type	Full-time (30/30, 40 hrs/week)
Length of contract	12 months. Starting date to be agreed with the candidate (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 1,989 Euro, plus allowances if applicable. More information about conditions of employment is available here .
Place of work	Florence, Italy

About the project

Project Director	Prof. Alexander Stubb
Project details	Digital Marketing and Communication
Job description	<p>The Project Assistant will support campaign promotions and communications to drive prospective students in the Master in Transnational Governance (MTNG) Programme. Tasks will include:</p> <ul style="list-style-type: none"> • Creating and monitoring all formats of Facebook, LinkedIn and Twitter digital marketing campaigns, including Instagram reels and stories; • Setting up, managing and following up online/virtual as well as in-residence student open days and information sessions, creating, designing and implementing student engagement marketing emails and newsletters to drive admissions applications; • Managing and maintaining CRM Microsoft Dynamics Student Database Contacts; • Researching and developing marketing and communications support to MTNG.

Qualifications and experience

Qualifications and Experience	Essential:
	<ul style="list-style-type: none"> • Bachelor's degree in marketing, communications or other social sciences; • Advanced in MS Office Suite to include a strong ability to navigate and manage MS Dynamics email marketing engagement tools; • Basic knowledge and comfortable working with mainstream social media digital marketing platforms to include Facebook/Instagram, Twitter and LinkedIn.
	Desirable:
	<ul style="list-style-type: none"> • Prior working experience of minimum one year in a communications or marketing role; • Proven Knowledge of WordPress, HTML and CSS; • Prior working experience in a higher education institution or a digital advertising agency.

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

Deadline The closing date for applications is **15 July 2022** at midnight (Florence time)

Contact details For more information contact Peter Ivanov, peter.ivanov@eui.eu

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