The EUI has an open vacancy for a

Project Assistant in

School of Transnational Governance

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's programme in transnational governance in 2020.

Employment details

Contract type	Part-time (15/30 – 50%)
Length of contract	The start date will be agreed with candidate, 12 months.
	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 976 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)	Alexander Stubb
Project details	School of Transnational Governance
Job description	• Implementing and promoting executive training courses of the STG-run project "Open 2 Health" that provides public health governance training; • Conducting background research and supporting course teachers in view of training delivery, esp. preparing pre-recorded content, content creation and management of Brightspace, and running online training sessions; • Acting as contact point and support for participants and project stakeholders; • Assisting the O2H team in organizing and administrating the collaboration with partner institutions, and in organizing webinars and events as part of the O2H program.

Qualifications and experience

Qualifications and Experience	**Essential:** • Bachelor's degree in social sciences, communications, or similar; • Demonstrated experience in operating hybrid classrooms, audio-visual equipment and conferencing software (e.g. Zoom or MS Teams); • Proven experience in working within a Virtual Learning Environment in the role of developer and/or technical support, including proven ability to work with LMS (e.g. BrightSpace). **Desirable:** • Experience in working as part of a multinational and multidisciplinary team in an international environment.
Languages	Excellent knowledge of English, both written and spoken (CEFR level: C1 or Above). Knowledge of other languages is an advantage.

How to apply

Deadline	The closing date for applications is **22 February 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.