



The EUI has an open vacancy for a

Project Assistant in the School of Transnational Governance

Florence, 28 June 2022

Reference: **V/PA/STG/16/2022**

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.

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

Graphic design for creative asset development

Job description

The Project Assistant will provide organizational assistance to the Director of the Project. Main tasks include:

- Designing digital marketing and communications assets that power all STG digital advertising campaigns and e-mail communications activities;
- Video editing and post-production graphic design development in support of executive education product marketing promotional activities;
- Paginating, laying out and designing for all formats of requested marketing collateral to include powerpoint pitch decks, brochures and other promotional materials;
- Photography and photo-editing for on-site executive education courses and events for digital as well as traditional marketing communications materials;
- Background research and brand guidelining on all design work related to the EUI Institutional brand identity.

Qualifications and experience

Qualifications and

Experience

Essential:

- Bachelor's degree in Graphic Design;
- Advanced in full Adobe Creative Design Suite tools to include but not be limited to illustrator, Photoshop – Adobe DC Professional Suite;
- Experience using Final Cut Pro, Adobe Premiere or equivalent video editing software;
- Proven ability to self-initiate projects and work independently as well as within a team.

Desirable:

- Working experience of minimum one year as a graphic designer;
- Working knowledge of WordPress, HTML and CSS;
- Basic HTML/CSS experience;
- Knowledge of newsletter and e-mail design techniques within CRM, software systems such as MS Dynamics and MailChimp proven by previous experience;
- Familiarity with the administrative procedures of EU institutions/agencies.

Languages

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

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