



The EUI has an open vacancy for a

# Project Assistant in the School of Transnational Governance

Florence, 21 June 2022

Reference: V/PA/STG/20/2022

## 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's programme in transnational governance in 2020.

## Employment details

|                                    |   |
|------------------------------------|---|
| <b>Contract type</b>               | Full-time (30/30, 40 hours/week)  |
| <b>Length of contract</b>          | 12 months, starting date to be agreed with the candidate (as soon as possible).<br>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 Step1.<br>The basic net monthly salary after taxes is approximately 1,980 Euro, plus allowances if applicable.<br>More information about conditions of employment is available <a href="#">here</a> .  |

Place of work Florence, Italy

## About the project

Project Director Prof. Alexander Stubb

Project details School of Transnational Governance

Job description The project assistant will provide organisational and logistical assistance to the Project Director and support the work of the STG Events and Publications team, including:

- Assisting the STG Events team in the organisation of the STG's activities, to include residential, hybrid and online events;
- Acting as a contact point and providing support for internal and external stakeholders;
- Administrating collaboration with partner institutions and other STG teams;
- Conducting background research as regards STG publications, acting as a point of contact for publications submissions, and providing support on editorial review and quality control.

## Qualifications and experience

Qualifications and

**Essential:**

Experience

- Bachelor's degree in Social Sciences, Communications, or similar;
- Excellent organisational and communication skills, evidenced by previous work experience;
- Demonstrated experience in providing project assistance and event support in academic and/or institutional environments.

**Desirable:**

- Proven experience in working as part of a multinational and multidisciplinary team in an international environment;
- Demonstrated knowledge of Adobe InDesign.

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 **8 July 2022** at midnight (Florence time)

**Contact details**

For more information contact Peter Ivanov ([peter.ivanov@eui.eu](mailto:peter.ivanov@eui.eu))

**How to apply**

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