



The EUI has an open vacancy for a

Project Assistant in the Academy of European Law

Florence, 04 December 2023

Reference: V/PA/AEL/3/2023

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 Academy of European Law (AEL) offers advanced-level summer courses in Human Rights Law and the Law of the European Union and manages a publications programme, and several important research projects. The Academy also hosts the Secretariat of the European Society of International Law (ESIL).

Employment details

Contract type	Full-time (30/30, 40 hours/week)
Length of contract	6 months, starting 1 February 2024. 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 2,160 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) Prof. Sarah Nouwen

Project details Academy of European Law

The Academy has a range of ongoing and forthcoming projects, which require logistic and communications support. The candidate would play a crucial role in revising and updating existing procedures and documentation.

Job description

The Project Assistant will provide organizational and logistic support to the Academy of European Law activities. Main tasks shall include:

- assisting the AEL Coordinator in organising events (courses, workshops, etc.);
- providing support in writing content and editing the website;
- supporting the team with ad hoc projects and reviews of workflows and procedures and the team's general administration;
- liaising with other EUI departments to improve user experience for visitors;
- contributing to the preparation of statistics and reports, when requested.

Qualifications and experience

Qualifications and Experience

Essential:

- Bachelor's degree (or equivalent according to EHEA) in Law, Humanities, or Social Sciences;
- Proven experience in providing project assistance and administrative support in academic and/or institutional environments;
- Proven experience in web editing;
- Proven knowledge of communications and social media outreach tools, acquired through previous experience.

Desirable:

- Demonstrated knowledge of international and human rights law and /or EU law;
- Advanced knowledge of Office software, acquired through previous work experience;
- Proven experience in working as part of a multidisciplinary team in an international academic environment.

Languages

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

How to apply

Deadline

The closing date for applications is **21 December 2023** at midnight (Florence time)

Contact details

For more information, contact joyce.davies@eui.eu

How to apply

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

Data Protection

The purpose of processing the data submitted by candidates is to manage their application in view of a possible pre-selection and recruitment by the EUI. The information candidates provide in their application form is collected for the purpose of the selection procedure. The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 10/2019 of 18 February 2019 regarding Data Protection at the EUI](#)).

Equal opportunities

The European University Institute applies a policy of equal opportunities, which, in accordance with Article 1d of its Staff Regulations, prohibits discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.