



The EUI has an open vacancy for a

Project Assistant in the Max Weber Programme

Florence, 14 September 2023

Reference: **V/PA/MWP/1/2023**

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 **Max Weber Programme (MWP)** at the EUI started in September 2006 and is now the largest international postdoctoral programme in the Social Sciences and Humanities in Europe. It is funded by the European Commission, which provides bursaries of one or two years for around 60 Fellowships. These bursaries are open to scholars from anywhere in the world (not just nationals of an EU Member State) who have received a doctorate in economics, law, history, social and political sciences, or a related field.

Employment details

Contract type	Full-time (30/30, 40 hours/week)
Length of contract	12 months, start date 01.01.2024 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 .

About the project

Project Director(s) Prof. Juho Härkönen

Project details Max Weber Programme

Job description

The Project Assistant will provide organisational and logistic support to the Max Weber Programme activities. Main tasks shall include:

- Providing assistance with the yearly selection of MW Fellows and liaising with the Departments and Steering committee members;
- Assisting with the organisation of Teaching Practice Module (arrangement of Course Design/ Interactive Teaching micro-activities, Teaching Portfolio Workshops and other Module events);
- Assisting with the organisation of Teaching Practice Weeks, providing information and supporting Fellows with their mission forms (requests and reimbursements) for Teaching weeks;
- Assisting other team members in organisation of multidisciplinary research workshops and other events (MW Lectures, Masterclasses and Roundtables);
- Collecting materials for the MWP Annual Report and MWP Handbook 2024-25;
- Monitoring and gathering data from the Fellows regarding their job market placements;
- Maintaining academic database (academic events, KPIs, etc) and collecting data;
- Providing daily assistance to the MW Fellows (67 Fellows) by supporting their needs, answering questions and requests.

Qualifications and experience

Qualifications and Experience

Essential:

- Bachelor of Arts (or equivalent according to EHEA) in Social Sciences;
- Proven organisational skills acquired through previous experience;
- Proven ability to conduct various tasks contemporarily;
- Demonstrated experience and skills relevant to the nature of the tasks, proficient use of Excel and similar tools;
- Proven experience in working within a team;

Desirable:

- Previous experience in an international organisation and/or in an academic environment;
- Demonstrated communications skills.

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 **12 October 2023** at midnight (Florence time)

Contact details

For more information contact Ognjen Aleksic (ognjen.aleksic@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.