



The EUI has an open vacancy for a

# Project Assistant in the School of Transnational Governance

Florence, 19 May 2023

Reference: V/PA/STG/18/2023

## 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 EUI School of Transnational Governance (STG) was founded in 2017 and trains tomorrow's leaders on the concepts, methods and practices of governance beyond the state. It offers policy leader fellowships, executive training, policy dialogues and a Master's programme in transnational governance.

## Employment details

<b>Contract type</b>	Full-time (30/30, 40 hours/week)
<b>Length of contract</b>	12 months. Start date 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.
<b>Salary indication and grade</b>	Grade: ASTAC1b step 1  The basic net monthly salary after taxes is approximately 2,810 Euro, plus allowances if applicable.  More information about conditions of employment is available <a href="#">here</a> .
<b>Place of work</b>	Florence, Italy

## About the project

<b>Project Director(s)</b>	STG Director Alexander Stubb
<b>Project details</b>	The STG's Executive Education programme offers residential, online, blended and hybrid courses on the key transnational policy fields to professionals to improve governance beyond the State. Led by world-class academics and policy practitioners, the STG's training programmes are offered across a wide range of policy areas: from data and artificial intelligence, to media, climate, agile governance, migration and gender, to security and economic governance.
<b>Job description</b>	<p>The Project Assistant will provide organisational and logistic support to the Director of the project. Main tasks include:</p> <ul style="list-style-type: none"><li>- Contributing on the overall implementation of the Programme's Executive Training Seminars (agenda, pedagogic guidelines, background research, contact with speakers and participants, coordination with relevant other team members, etc.);</li><li>- Acting as reference point for specific Executive Training Seminars;</li><li>- Proactively contributing with ideas and suggestions also in cooperation with STG Professors: identify market needs and explore in-house expertise;</li><li>- Supporting the preparation of programme proposal for external stakeholders (clients and partners) who reach out to the STG for a tailored training programme;</li><li>- Participating in small training projects funded by external funds.</li></ul>

## Qualifications and experience

<b>Qualifications and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• MA (or equivalent according to EHEA) in European Studies, International Relations, Politics, Economics, or other relevant field;</li><li>• Proven experience in project management and effectively engage with stakeholders.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Ability gained through previous experience to identify new initiatives related to the STG's areas of expertise.</li><li>• At least 2 years of professional experience in organising/managing or designing executive education and training courses.</li><li>• Demonstrated knowledge of learning design and various teaching and learning format;</li><li>• Demonstrated knowledge of internal EUI tools relevant for training such as Brightspace and Events.</li></ul>
<b>Languages</b>	Excellent knowledge of English, both spoken and written ( <a href="#">CEFR</a> level: C1 or above). Knowledge of other languages constitutes an advantage.

## How to apply

<b>Deadline</b>	The closing date for applications is <del>05 June 2023</del> <b>12 June 2023</b> at midnight (Florence time)
<b>Contact details</b>	For more information contact Peter Ivanov, <a href="mailto:peter.ivanov@eui.eu">peter.ivanov@eui.eu</a> .
<b>How to apply</b>	Fill in the <a href="#">online application form</a> 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.