



The EUI has an open vacancy for a

Project Assistant in the Central Coordination Unit

Florence, 19 July 2024

Reference: [V/PA/CCU/2/2024](#)

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 [Central Coordination Unit](#) is tasked with supporting the President and the Secretary-General in the definition and implementation of the EUI's strategy and the development and operation of strategic and academic governance. The Unit coordinates transversal functions and initiatives upon request of the President. The areas covered by the Central Coordination Unit include strategy and development, research support; corporate and private fundraising; external relations; diversity and inclusiveness; gender equality; legal advice and data protection; and procurement. It supports the relevant Deans.

Employment details

Contract type	Full-time (30/30, 40 hours/week)
Length of contract	One year. Start date: 16 September 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 2.230 Euro, plus

allowances if applicable.

More information about conditions of employment is available [here](#).

Place of work

Florence, Italy

About the project

Project Directors

Sébastien Huber, Head of Strategy and Development, and Zeineb Mazouz, CIVICA Coordinator

Project details

[CIVICA](#). Since its founding in 2019 by leading European social science universities, CIVICA has worked to establish a truly European inter-university campus. In doing so, it has piloted the EU's flagship initiative to enhance strategic partnerships in European higher education and research. CIVICA members have drawn on their joint expertise and shared European values to offer students and staff innovative, transnational opportunities in education, research and civic engagement, with special emphasis on digital innovation and an overarching mission to serve European societies. As part of CIVICA, an ambitious activity is planned that aims at benchmarking performance and trends between the ten universities in the alliance. This requires the establishment and the consolidation of a common intelligence framework and infrastructure.

Job description

The Project Assistant will be supporting the development of a university performance benchmarking tool within the CIVICA project. They will also support related academic activities.

Main tasks include:

- Conducting benchmarking research: undertaking research and benchmarking exercises on pertinent issues related to key performance indicators through the CIVICA alliance pilot project in collaboration with the U-Multirank project;
- Managing data: overseeing the cleaning, inputting, coordination, and monitoring of data within the relevant databases for the abovementioned benchmarking exercise;
- Creating reports: developing interactive reports through the business intelligence portal;
- Employing infographics and data visualisation IT tools to enhance the comprehensibility of quantitative and qualitative data for CIVICA partners;
- Providing general support to CIVICA project.

Qualifications and experience

Qualifications and Experience

Essential:

- Bachelor's degree in social sciences, data sciences or related field;
- Proven experience in conducting research and benchmarking exercises on topical issues, particularly related to key performance indicators;

- Proven experience in cleaning, inputting, coordinating, and monitoring data within databases;
- Demonstrated experience in working and liaising with various stakeholders;
- Excellent communication skills and ability to convey complex information clearly to different audience acquired through previous experience.

Desirable:

- Master's degree in social sciences and humanities, data sciences or related field;
- Advanced knowledge of business intelligence portals
- Proven strong analytical skills and experience in data management and reporting.
- Two years of relevant work experience with centralised university databases.

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 **02 August 2024** at midnight (Florence time)

Contact details

For more information contact **Zeineb Mazouz** (Zeineb.Mazouz@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.