



The EUI has an open vacancy for a

Project Assistant in the Max Weber Programme

Florence, 15 July 2026

Reference: V/PA/MWP/1/2026

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 European University Institute (EUI) is a unique postdoctoral programme in the historical, humanities and social sciences. It offers one- and two-year fellowships to outstanding early-career scholars from around the world who are within five years of completing their PhD. Each year, the cohort consist of around 60–65 Fellows across the EUI's academic units—including Economics, History, Law, Political and Social Sciences, the Robert Schuman Centre, and the Florence School of Transnational Governance. Fellows join a vibrant intellectual community that values interdisciplinary dialogue, scholarly exchange, and the development of strong academic practices. The MWP combines rich multidisciplinary activities—such as lectures, workshops, and conferences—with comprehensive professional training in teaching, academic writing, grant applications, and career development. This unique blend of research support and practical preparation equips Fellows to thrive in the global academic landscape.

Employment details

Contract type

Full-time (30/30, 40 hours/week)

Length of contract

1 year, start date 16 October 2026 or soon after

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

Prof. Sergio Puig De La Parra, Director of the Max Weber Programme

Project details

The [Max Weber Programme](#) is the EUI's flagship postdoctoral Programme, that supports early-career researchers through funded one- or two-year fellowships. It combines interdisciplinary research engagement with training in academic practices - such as teaching, publishing, and career development.

Job description

The Project Assistant will provide organisational and logistical support to the Max Weber Programme's Director and activities.

Main tasks include:

Support for Academic Projects

- Assisting the Academic Director with the implementation of special initiatives, including conducting targeted research on the design, standards, and operation of fellowship programmes and supporting related analytical tasks;
- Supporting the Academic Director in the selection process of the Max Weber lectures as well as in the organization of the lecture's series including coordination with relevant EUI units;
- Contributing to the redesign, implementation and ongoing maintenance of the Academic Careers Observatory (ACO) website, coordinating closely with research assistants, the EUI community, and the MWP Alumni network;
- Supporting the launch and implementation of the pilot MWP Mentorship Programme, including preparatory work, mentor-mentee matching, development of guidance materials, and the collection and assessment of participant feedback;
- Designing, administering, and analysing surveys, including the MW Fellows' exit survey and feedback surveys on MWP activities, to monitor participant experience and assess the impact and quality of academic activities offered to participants;
- Collaborating with the Teaching and Learning colleagues in the Scholars' Hub on teaching development initiatives, including support for teaching training activities, liaison with partner institutions, and coordination of teaching placements.

Event Planning

- Supporting the organisation of academic and professional development events, including:
 - The annual *Grants in Focus* conference (programme preparation, speaker coordination, logistical arrangements).
 - Workshops on country-specific academic job markets, publication strategies, and related academic practice activities.
 - Max Weber Lectures and Multidisciplinary Research Workshops
- Ensuring smooth event delivery through logistical planning and organisation, scheduling, documentation, and communication with participants and speakers.

Stakeholder Engagement

- Liaising with internal and external stakeholders—including MWP and EUI alumni, EUI faculty and researchers, and invited speakers—to gather input, facilitate collaboration, and support programme initiatives.

Administrative & Communication Support

- Providing organisational and communication support across all projects, including outreach, documentation, scheduling, logistical organisation, and preparation of programme materials;
- Contributing to the preparation of MWP publications such as the Handbook, Annual Report, and Code of Practice;
- Supporting general organisational tasks as required to ensure effective programme operations.

Qualifications and experience

Qualifications and Experience

Essential:

- Bachelor's degree in social sciences or related fields;
- Strong proven organisational and project-coordination skills, with the ability to manage multiple tasks and deadlines;
- Demonstrated experience in designing, implementing, and evaluating project initiatives, using data and feedback to inform continuous improvement;
- Excellent demonstrated written and verbal communication skills in English, with the ability to draft clear reports, correspondence, and stakeholder-facing materials.
- Proven experience in working collaboratively with diverse stakeholders in an international academic environment;
- Strong demonstrated digital literacy, including proficiency in office applications and adaptability to emerging tools and technologies as well as basic proven knowledge of website content management systems.

Desirable:

- Master's degree in social sciences or related fields;
- Proven experience in academic administration and/or event organisation;
- Demonstrated knowledge with academic career development processes acquired through previous experience;
- Proven experience working with alumni networks.

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 **19 August 2026** at midnight (Florence time)
Indicative timeline: Interviews are tentatively scheduled to be held during the first two weeks of September.

Contact details

For more information contact: Julia Hiltrop (Julia.Hiltrop@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.