



The EUI has an open vacancy for a

Research Assistant in the Office of the President

Florence, 23 July 2026

Reference: V/RA/PRE/2/2026

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 [Office of the President](#) provides comprehensive support to the President of the EUI, serving as the central point of coordination for all matters related to the Presidency and the Institute's governance. It manages interactions with internal and high-level external stakeholders, handles sensitive and confidential issues, and ensures the smooth operation of the Office. The team supports the President in day-to-day activities, including administrative tasks, information flow management, and communication of decisions to the Institute's governing bodies, units, and services. The Office is dedicated to upholding the highest standards of professionalism, discretion, and organizational excellence, reflecting the President's role as the legal representative of the EUI.

Employment details

Contract type	Full-time (30/30, 40 hours/week)
Length of contract	12 months, starting date: 1 October 2026 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: ASTAC3 step 1 The basic net monthly salary after taxes is approximately 3.770 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. Patrizia Nanz

Job description

The [Office of the President](#) is seeking a dynamic Research Assistant to support the coordination of the EUI's innovative and strategic initiatives. Working closely with the President, the successful candidate will contribute to the coordination and implementation of these initiatives, the preparation and development of strategic projects and institutional files, and the broader priorities of the President's Office.

The successful candidate will combine excellent research and drafting skills with practical experience in project coordination and stakeholder engagement. The position combines research, institutional coordination and executive support.

Reporting directly to the President, the successful candidate will provide research, analytical and organisational support to the activities of the President's Office.

Responsibilities will include preparing briefing materials, reports, speeches, and institutional documents; conducting research on topics relevant to the President's agenda; supporting the organisation and follow-up of high-level meetings and events; and liaising with colleagues and external partners to advance strategic projects and institutional objectives.

Main tasks include:

- Contributing to the coordination and delivery of the Institute's innovative and strategic initiatives;
- Preparing briefing materials, speeches, meeting notes, correspondence and other strategic documents for the President;
- Supporting the implementation of institutional priorities and the coordination of cross-unit projects;
- Conducting background research and policy analysis, and contributing to strategic recommendations on topics relevant to the President's agenda;
- Supporting the President's representative activities through stakeholder engagement and institutional coordination;
- Building and maintaining effective working relationships with internal and external stakeholders, including European institutions, universities, foundations and other strategic partners;
- Monitoring and analysing developments of relevance to the President's agenda, and providing timely analytical and strategic support to inform institutional decision-making.

Qualifications and experience

Qualifications and Experience

Essential:

- Master's degree in social sciences, humanities, or in a related field;
- Excellent proven research, analytical, and drafting skills, with demonstrated experience preparing high-quality briefings, speeches, reports, and strategic documents for senior decision-makers;
- Demonstrated experience in coordinating projects involving multiple stakeholders;
- Strong demonstrated organisational skills, with proven experience in managing multiple stakeholders, competing priorities, and tight deadlines in a dynamic environment;
- Excellent demonstrated interpersonal, communication, and stakeholder engagement skills, with hands-on experience in building and maintaining productive partnerships with academic, policy, and institutional stakeholders.

Desirable:

- Proven experience providing strategic and operational support to senior leadership within universities, research institutions, international organisations, European institutions, or public administration;
- Demonstrated experience in coordinating interdisciplinary or cross-unit projects;
- Demonstrated experience in organising high-level meetings, workshops or international events;
- Proven knowledge of innovation initiatives and research funding;
- Proven knowledge of European institutions and European policy processes.

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 **25 August 2026** at midnight (Florence time)

Contact details

For more information contact: **Office of the President**
(presidents.office@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.