



The EUI has two open vacancies for

Project Assistants in the

Florence School of Transnational Governance

Florence, 09 July 2026

Reference: V/PA/STG/7/2026

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 [Florence School of Transnational Governance](#) (STG), founded in 2017 at the European University Institute, is a global hub for teaching, training, and research in governance beyond national borders. In the cradle of the Renaissance, we provide a dynamic platform where leaders from policymaking, business, civil society, media, and academia connect. We welcome independent minds, thinkers, and doers, offering world-class expertise from leading scholars and policymakers. Committed to innovation and inclusivity, we equip future and current leaders with the tools to tackle today's most pressing global challenges. We believe public policy should bring out the best in people.

Employment details

Contract type	Part-time (21/30, 28 hours/week)
Length of contract	6 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.
Salary indication and grade	Grade: ASTAC1e step 1 The basic net monthly salary after taxes is approximately 1,550 Euro, plus allowances if applicable.

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

Place of work

Florence, Italy

About the project

Project Directors

Johanna Mair and Fabrizio Tassinari

Project details

[Officine d'Orizzonti](#) (link added) is an active citizenship workshop aimed at upper secondary school students in the Metropolitan City of Florence and across Tuscany. Through participatory activities, facilitation tools, simulations of the European Parliament's legislative process, and creative reflection sessions, the project creates welcoming spaces where young people can express themselves, engage in dialogue, and co-create ideas relevant to their present and future.

Job description

The Project Assistants will provide organisational and logistical support to the Directors of the Project.

Main tasks include:

- Conducting background research on civic education approaches and delivery methods, contributing to the development of tailored training and workshop content for secondary schools, coordinating day-to-day operations, and providing administrative and logistical support;
- Mentoring donor-funded STG Master students, supporting civic education initiatives, maintaining recruitment networks with secondary-school educators, and acting as a key contact for stakeholders and funding organisations.
- Designing and implementing impact evaluation tools, including participant surveys and mandatory pre/post-activity assessment questionnaires for the donor, collecting and analysing project performance data against established key performance indicators, drafting progress reviews;
- Identifying funding opportunities, providing logistical and technical drafting support for the submission of new project proposals aimed at ensuring long-term financial and programme sustainability.

Qualifications and experience

Qualifications and Experience

Essential:

- Bachelor's degree in social sciences, governance or public policy;
- Demonstrated knowledge and/or experience in EU projects;
- Proven knowledge in civic education, and/or social, and/or political studies acquired through previous experience;
- Proven experience in organising events, workshops, or training activities involving a diverse range of stakeholders.

Desirable:

- Master's degree in social science, governance or public policy;

- Proven experience in project implementation and/or administrative support within a higher education or research environment.

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 **24 July 2026** at midnight (Florence time)

Contact details

For more information contact **Peter Ivanov** (peter.ivanov@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.