



Unpaid Curricular Traineeship: Communications Service

Conditions for Eligibility: Candidate must be enrolled in a university programme at UNIFI or UNIBO.

Type and Duration: Unpaid curricular traineeship for up to 3 months. At the end of the traineeship, the student will receive University Credits (CFU - Crediti Formativi Universitari) which are needed for his/her University Curriculum.

Description:

The internship will be carried out in the Communications Service of the European University Institute which implements the communications' strategy of the Institute. The trainee will work under the supervision of staff members, supporting with the following tasks:

- Supporting the organisation of visits and events;
- Updating contacts databases;
- Assisting the promotion of mailing campaigns;
- Monitoring mailboxes and dealing with inquiries from the general public and the press;
- Monitoring online national and international press;
- Liaising with internal services and external stakeholders.

Essentials:

- Excellent knowledge of the Microsoft Office software
- Excellent knowledge of English (Min. B2/C1 Level)

Benefits:

- The EUI card allows the use of all the EUI facilities (Library, PC Rooms, Cafeteria, Access to Public Seminars and Workshops).
- The EUI covers the 40% of the cost of one lunch per day in the EUI Canteen.

To apply please send a CV to eui.pr@eui.eu