

UNPAID CURRICULAR TRAINEESHIPS AT THE EUI COMMUNICATIONS SERVICE

The [Communications Service](#) of the [European University Institute](#), an international organisation based near Florence (Italy), regularly hosts throughout the year unpaid curricular trainees within the frame of Traineeship Agreements with affiliated Universities.

This traineeship is fully conducted in English. Selected candidates assist the Service with communications, marketing and events tasks, under the supervision of staff members.

Main tasks of the role include:

- Updating the EUI Database of institutional contacts kept in a CRM (Contacts Relationship Management), Dynamics 365. Trainees receive a training on this software at the beginning of the traineeship;
- Supporting the organisation of visits and events;
- Conducting online searches;
- Assisting with the implementation of marketing and mailing campaigns;
- Liaising with internal and external contacts.

Type and Duration

- 3 months
- Part-time (Monday to Friday);
- Various starting dates throughout the year.

Conditions for Eligibility

Candidates must:

- A) Be enrolled in a university programme within a University that has signed a Curricular Traineeship Agreement with the European University Institute (e.g. **University of Florence, University of Bologna**). At the end of the traineeship, the student receives University Credits (CFU - Crediti Formativi Universitari) which are needed for his/her University Curriculum.
- B) **Be eligible from his/her University to apply for a curricular traineeship.**
- C) **Hold a nationality of a European Union Member State.**

All rules governing the traineeship refer to the [President's Decision no.39/2013](#)

IMPORTANT: please note that applicants who do not meet the conditions above should not apply and may not receive any response if they choose to do so.

Essential Requirements:

- Excellent knowledge of the Microsoft Office Package, especially Word, Excel and Outlook.
- Excellent knowledge of English (Min. B2/C1 Level).
- High degree of accuracy.

- Team worker attitude.

Advantageous:

- Enrolled in a University Programme in a field relevant to the post (Marketing and Communications, Organisation of Events, Political Science);
- Previous experience working with Marketing and Database;
- Previous experience in the organisation of events;
- IT Knowledge.

During the interview, language knowledge and professional skills will be tested.

Benefits

- A discount of 40 per cent for one daily lunch at the EUI canteen;
- Access to EUI facilities: [Library](#), Reading Rooms, Cafeterias and Canteens, Participations in the [Extracurricular Activities](#) and the [Public Seminars and Workshops](#).

TO APPLY:

Send the following information to the email: Communications.Service@EUI.eu

1. Updated CV in English
2. Period of availability for the traineeship

In addition to it, the student needs to submit his/her candidature in the online traineeship portal of his/her University by replying to the European University Institute traineeship offer.

For more information on traineeships at the EUI:
<https://www.eui.eu/About/JobOpportunities/Traineeships>

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