



EUI REMUNERATED TRAINEESHIP OPPORTUNITY

1 POSITION AVAILABLE: Events Support & Office Assistant Trainee

The [Communications Service](#) of the [European University Institute](#), based near Florence (Italy), is looking for an Events Support & Office Assistant Trainee to carry out the following daily tasks:

- Organisation of visits and events, including the high level conference [The State of the Union 2018](#). I.e. this entails: drafting invitation letters and visits' programmes, identifying audiences, managing registrations, and logistical support;
- Support for the maintenance and updating of databases of contacts and especially the Microsoft Dynamics CRM (Customer Relationship Management);
- Support in the management of the office. Under the supervision of the administrative coordinator, the trainee will coordinate the daily activities of short-period unpaid trainees in the context of University curricular internships programmes;
- Help with Public Relations and Media Inquiries: replying to enquiries from the general public and journalists, assisting with media and marketing campaigns.

Type and Duration

- Up to maximum 12 months, the first 3 months of which constitute a trial period.
- Full time (Monday to Friday).
- Start of the traineeship: mid-January 2018

Conditions for Eligibility

Candidates must:

- A) **Be nationals of a European Union member state**, or of a candidate country which benefits from a pre-accession strategy;

AND

- B) Be studying for a first (post-secondary education) degree and be in the process of obtaining the qualification; OR
C) Be involved in a vocational training programme; OR
D) Have obtained the above (B or C) qualification, **no longer than 18 months** prior to the beginning of the traineeship;

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

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

Qualifications Required

- Very good knowledge of English and Italian (working languages), additional languages a plus;

- Good knowledge of the Windows Office Package;
- University degree or diploma in a field relevant to this post. Applicants with a degree in Communications or Events Management and/or proven work experience in this field are encouraged to apply;
- Good time management and organisational skills.

Advantageous:

- Experience in working with databases and especially Microsoft Dynamics CRM;
- Previous experience in organisation of events and updating webpages;
- Good knowledge of social media.

Benefits

- **Maintenance grant of 1.315 Euros per month;**
- A discount of 40% for one lunch per day at the EUI canteen;
- Remunerated trainees recruited from outside Florence are entitled to reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship;
- Access to EUI facilities: Library, PC Rooms, Cafeteria, Gym, Participation in Public Seminars and Workshops.

TO APPLY:

Please send:

- a) CV(English);
- b) Cover letter (English).

To the email eui.pr@eui.eu mentioning in the subject:
*Application for **Events Support & Office Assistant Trainee***

Deadline for applications: Sunday 7 January 2018

For more information on traineeships at the EUI:

<http://www.eui.eu/ServicesAndAdmin/CommunicationsService/Traineeships.aspx>

<https://www.eui.eu/About/JobOpportunities/Traineeships>

Communications Service

European University Institute

Via dei Roccettini, 9

50014 San Domenico di Fiesole (Florence) – Italy

www.eui.eu/communications