

Florence, 28 September 2009

### VACANCY NOTICE AUX/1/2009

**Nature of post:** 1 contract post for auxiliary tasks – FG II – Library - Web Assistant

**Unit to which the post is attached:** Library - Web Unit

**Duration of contract:** one year, with possibility of renewal

**Description of duties:** contract staff for auxiliary tasks: Assisting web editors with technical questions related to the CMS using the EUI web support tool; providing assistance to web editors to assure correct use of the CMS related to development and maintenance of web pages; assisting the webmaster in monitoring the site traffic, web statistics and in other areas when required.

**Qualifications required:**

- Being a national of the European Union, or a national of third countries having acquired the status of long-term resident on the basis of the EU Directive 2003/109/EC;
- Post-secondary education attested by a diploma or secondary education attested by a diploma and appropriate professional experience of at least three years;
- Technical skills, attested by a diploma, or equivalent experience;
- Very good knowledge of CMS systems and related workflows;
- Work experience in a university or research environment will constitute an advantage;
- Good communication skills and very service-oriented;
- Ability to work as part of a multinational team;
- Knowledge of English.

**The net monthly salary:**

The net monthly salary after taxes, calculated on a full-time basis, is approx. Euro 2,000. In addition, when conditions as laid down by the Statutes are applicable, there are family allowances - household allowance, dependent child allowance, education allowance - and expatriation allowance (approx.16% of salary).

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The European University institute is an equal opportunity employer.

Applications (for which there is no form to fill in) should refer to vacancy notice AUX/1/2009 and should be sent, accompanied by relevant documents (e.g. motivation letter and curriculum vitae) to:

Ms Lucia Matteucci  
Personnel Service  
European University Institute  
Via dei Roccettini, 9  
I-50014 San Domenico di Fiesole – Italy

Fax: (+39) 055 4685293  
e-mail: [applyjob@eui.eu](mailto:applyjob@eui.eu)

**DEADLINE FOR RECEIPT OF APPLICATIONS: 12 October 2009**

A handwritten signature in black ink, appearing to read 'Del Panta', written in a cursive style.

Marco DEL PANTA