



EUI REMUNERATED TRAINEESHIP OPPORTUNITY

The [Academic Service](#) of the [European University Institute](#), based in Florence (Italy), is looking for a trainee to support the general administration of the Service.

The main tasks include:

- Providing administrative assistance to the Director of the Academic Service including the preparation of meetings and briefing files, meticulous management of the Outlook calendar, organisation of missions and written correspondence with internal and external stakeholders and assistance in event organisation.
- Providing general administrative support to various members of the Academic Service;
- Updating the archiving and filing systems;
- Updating internal databases;
- Drafting certificates and internal documents;
- Contribute to enhanced digitalization of processes in the Academic Service;
- Work closely with the Functional Analyst to support the team with innovative IT solutions;
- Active involvement in drafting of Annual Activity Report and Action Plan;
- Contribution to ad-hoc projects in the Academic Service.

Type and Duration

- 3 months (probationary period), with possibility of extension up to 12 months in total.
- Full time (Monday to Friday; 8 hours/day).
- Start of the traineeship: 1 September 2021.

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 (nationals of non-member states may be accepted on the basis of a specific agreement of the Secretary General);

AND

- B) Are studying for a first (post-secondary education) degree and are in the process of obtaining the qualification; OR
C) Are 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;

AND

- E) Have a thorough knowledge of English (equivalent to level C1). Knowledge of another European language may be an advantage but this is not a requirement (it should be taken into account that English, French and Italian are the main working languages at the EUI).

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

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

Qualifications Required

- Fluent in written and spoken English;
- Administrative experience;
- Good working knowledge of office automation software;
- Experience / ability to work as part of a multinational and multidisciplinary team in an international environment.

Advantageous

- Knowledge of additional languages of the European Union;
- Acquaintance with database management and statistical analysis;
- Communication and organisational skills;
- Work experience in an academic or research environment;
- Web-editing skills.

Benefits

- Maintenance grants of €1365/month;
- A discount of 40 per cent for one lunch per day at the EUI canteen;
- Travel cost reimbursement for the journey to Italy from his/her place of origin and final return trip is provided;
- Access to EUI facilities: Library, PC Rooms, Cafeteria, Gym

TO APPLY:

Fill in the [online application form](#) and upload documents as requested. Only applications submitted through the online application form will be accepted. Your application will be considered successfully submitted once you receive an automatic email confirmation.

Deadline for applying: 21 February at 24:00 CET

For more information on traineeships at the EUI:

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

EUI general information: www.eui.eu

Academic Service

European University Institute

Via dei Roccettini, 9

50014 San Domenico di Fiesole (Florence) – Italy

<https://www.eui.eu/ServicesAndAdmin/AcademicService>