

## **EUI Remunerated Traineeship Opportunity – Archivist Trainee**

**V/TR/HAR/1/2021**

The [Historical Archives of the European Union](#) is looking for an Archivist to carry out the following tasks:

- Arrange and describe archival holdings according to international standards;
- Participate in the activities of the service (educational programme, visits, open days, staff meetings);
- Implement the internal procedures and rules and contribute to the drafting of archival research tools.

### Type and Duration

- Three months, with possibility of an extension up to 12 months in total;
- Full time (Monday to Friday, 40 hours/week).

### Conditions of Eligibility

May be considered for a traineeship, candidates who:

Are 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 depending on resources available) AND

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

B) Are involved in a vocational training programme; OR

C) Have obtained the above (A or B) qualification, no longer than 18 months prior to the beginning of the traineeship.

Candidates must have a good knowledge of one of the EUI's official languages and a satisfactory knowledge of another language, taking into account that English, French and Italian are the main working languages at the Institute.

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

### Qualifications Required

- Candidates must hold a degree or post-graduate diploma in information, archives and/or records management (obtained no more than eighteen months prior to the traineeship start date). Candidates who are currently obtaining these qualifications will also be considered;
- Knowledge of IT tools (Office, database) and archival description standards (ISAD/ISAAR/EAD);
- Excellent communication skills;
- Ability to work in an international team;
- Knowledge of English and a good knowledge of a second EU language.

### Grant and Benefits

- Maintenance grant of €1,365 per month (**from January 2021**);
- A discount of 40% for one meal per day at the EUI canteen;
- A remunerated trainee who is recruited from outside Florence is entitled to reimbursement of travel expenses incurred at the beginning and end of the traineeship;
- Language courses;
- Access to EUI facilities: Library, PC Rooms, Cafeteria, Gym, Participation in Public Seminars and Workshops, Trainings.

### **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 applications: depending on availabilities

Should you experience any technical issues with the system, please send an email to: [Traineeships@EUI.eu](mailto:Traineeships@EUI.eu)

For more information on traineeships at the EUI:

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