

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

The [Department of Political and Social Sciences](#) of the [European University Institute](#) based in Florence, Italy, is looking for an enthusiastic trainee for a maximum period of 12 months.

The SPS Department

The Department of Political and Social Sciences comprises fourteen professors, two part-time professors, five administrative staff members, four emeritus professors, 150 registered PhD researchers, and 30 visitors. The Department is European and international in character. The SPS Department is one of Europe's leading centres for research on comparative politics, political behaviour and political sociology, the sociology of inequality, analytic sociology, and international relations and security. Courses and seminars are interactive, research-oriented and designed to cover the main subject areas of the Department's work. Researchers gain experience in presenting their work, and are encouraged to participate in conferences, workshops and the Department's very active Working Groups.

The position

Under the supervision of the Departmental Administrative Co-ordinator, tasks include:

- Supporting the planning and organization of the SPS Summer Academy 2022 (participants' recruitment procedure, organization of the courses and activities)
- Data harvesting through the relevant databases for the preparation of reports and documents
- Supporting the Administrative Assistants' team in the organization of the teaching program (organization of seminars, workshops and conferences)
- Supporting the Department Coordinator in the researchers' recruitment procedure and researchers' record management

What you will gain

Up to one year working experience in a prestigious International Organisation such as the European University Institute:

- A unique remunerated hands-on experience in administration for academia
- A stimulating international and multicultural environment, which hosts renowned academics
- A safe environment to gain experience in administration within a department, a leading academic international organisation that tackles the world's great societal challenges

What we are looking for

Essential competencies

- Previous experience in administrative tasks (e.g. data filing, e-mail exchanges)
- Very good communication skills in English - both spoken and written
- Very good knowledge of the Microsoft Office suite (Word, Excel and PowerPoint)
- Ability and eagerness to work in a multicultural environment

Desirable competencies

- Good knowledge of a second European language (spoken and written Italian is considered an asset)
- Time management skills
- Ability to work in a team environment
- Knowledge of Zoom or similar platforms

Inter-personal competencies

- Service-oriented attitude, high sense of confidentiality, and discretion in handling sensitive information and data
- Analytical and research abilities
- Inter-personal and communication qualities within a multicultural context
- Organisational and multi-tasking skills
- Pro-activeness and resourcefulness

Type and Duration

- Up to maximum 12 months, the first 3 months of which constitute a trial period
- Full-time (Monday to Friday)
- Foreseen start of the traineeship: 16 February 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;

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.

Benefits

- Maintenance grant of 1.365 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;
- Language courses;

- Access to EUI facilities: Library, PC Rooms, Cafeteria, Gym, Sports and cultural associations, Participation in Public Seminars and Workshops, Trainings.
- Summer and winter holidays + 1 day a month

How 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: 1 December 2021, 24:00 CET

For more information on traineeships, please visit the EUI webpage:
<https://www.eui.eu/About/JobOpportunities/Traineeships>

EUI general information: www.eui.eu

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

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