

## EUI REMUNERATED TRAINEESHIP OPPORTUNITY

The [School of Transnational Governance](#) of the [European University Institute](#) based in Florence, Italy, is looking for an enthusiastic trainee for a maximum period of 12 months.

### **The School of Transnational Governance**

The EUI School of Transnational Governance (STG), launched in summer 2017, delivers teaching and high-level training in the methods, knowledge, skills and practice of governance beyond the State. The School brings the worlds of academia and policy-making together in an effort to explore a context, both inside and outside Europe, where policy-making increasingly transcends national borders. The School offers Executive Training Seminars for experienced professionals and a Policy Leaders Fellowship Programme for early- and mid-career innovators. It also hosts expert Policy Dialogues. In 2020, the School launched its first Master on Transnational Governance for graduates.

### **The position**

Under the supervision of the Administrator for Fundraising, tasks include:

- Prospects research: mapping and researching relevant donors – such as prospective corporate, foundation, and individual donors – and consolidating the relevant database
- Desktop research on philanthropy developments related to higher education, research, and executive education
- Assist in the drafting of documents relevant to fundraising activities, including briefings, presentations, reports, draft agreements, and updates for the webpages related to fundraising
- Assist in the development of fundraising projects and events.
- You will be part of the team and your input and opinion will be valued

### **What you will gain**

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

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

We are looking for:

### **Essential competencies**

- Previous experience and/or coursework in fundraising

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■ [STG@eui.eu](mailto:STG@eui.eu) ■ [www.eui.eu](http://www.eui.eu)

- Very good communications 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

- An understanding of the higher education/ training/ research sector(s)
- An interest in and a sound understanding of policymaking
- Good knowledge of a second European language

#### 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)
- Start of the traineeship: 16 November 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, Participation in Public Seminars and Workshops, Trainings.

### 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: 15 October 2021, 24:00 CEST**

For more information on traineeships, please visit the EUI webpage:

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

EUI general information: [www.eui.eu](http://www.eui.eu)

Should you experience any technical issues with the system, please send an email to:

[Traineeships@EUI.eu](mailto:Traineeships@EUI.eu)

Human Resources Service

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