

## EUI REMUNERATED TRAINEESHIP OPPORTUNITY

### Archivist Trainee

The [Historical Archives of the European Union](#) (HAEU) is the official repository for the historical documents of the institutions, bodies and agencies of the European Union. These documents are preserved and made accessible for research according to the thirty-year rule governing access to archival material. The HAEU also collects and preserves private papers of individuals, organisations, movements, associations, and political groups, as well as copies from National Archives and Ministries of Foreign Affairs Archives on European integration.

The Historical Archives are located at [Villa Salviati](#), in the the [European University Institute](#), a unique international centre for post-graduate, doctorate, and post-doctorate studies and research, situated in the Tuscan hills overlooking Florence, Italy.

The HAEU looking for trainees 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

- 12 months (with 3 months probationary)
- Full time (Monday to Friday; 8 hours/day)
- Foreseen start of the traineeship: depending on availability and needs

#### Conditions for Eligibility

Candidates must:

- 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

- Are studying for a first (post-secondary education) degree and are in the process of obtaining the qualification; OR
- Are involved in a vocational training programme; OR
- Have obtained the above qualification no longer than 18 months prior to the beginning of the traineeship;

- 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](#)

**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

- Knowledge of IT tools (Office, databases) 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 grants of **1.380 Euros** per month (subject to a yearly adjustment, as specified on the [Traineeship webpage](#));
- A discount of 40 per cent for one lunch per day at the EUI canteen;
- A remunerated trainee who is recruited from outside Florence is entitled to the reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship;
- Access to EUI facilities: [Library](#), Reading Rooms, [Language Centre](#), Cafeterias and Canteens, Participations in the [Extracurricular Activities](#) and the [Public Seminars and Workshops](#).

#### **TO APPLY:**

Fill in the [online application form](#) and upload documents (CV, cover letter) 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:** open call for traineeship, no specific deadline.

Should you have difficulties in sending your application, please send an email to the following e-mail address: [Traineeships@EUI.eu](mailto:Traineeships@EUI.eu)

For more information on traineeships at the EUI visit the [webpage](#).

**[Historical Archives of the European Union](#)**

**European University Institute**