

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

The [Research Support](#) area of the [Central Coordination Unit \(CCU\)](#) of the [European University Institute \(EUI\)](#), based near Florence (Italy) is looking for skilled trainees for a maximum period of 12 months.

The European University Institute (EUI) is an academic and research institution funded by the European Union based in the Badia Fiesolana San Domenico di Fiesole (Florence).

The Research Support area, which is part of the Central Coordination unit, coordinates, systemises and broadens high-quality research support for EUI departments, faculty and researchers, under the responsibility of the [Dean of Research](#). It brings together different types of expertise to support research activities, from the planning and grant seeking phase to collaboration across campus, to the reporting and dissemination of research results.

The trainee, under the supervision of EUI relevant staff members, will have to contribute to the work of the Unit and will be assigned the following tasks:

- Assisting with the organization of seminars, conferences and workshops;
- Assisting with the preparation of financial reports and costs statements for externally funded projects;
- Assisting with processing supporting documentation and information for audits, as well as with general administrative tasks, including document archiving.

The trainee will be assigned to assist the project of updating and completing the research projects database and the funding opportunities webpage.

The trainee might be assigned to other tasks and involved in other projects depending on the trainee's profile.

Type and Duration

- 12 months (with 3 months probationary)
- Full time (Monday to Friday; 8 hours/day)
- Foreseen start of the traineeship: **1st September 2022**
(a reserve list may also be set up, in order to cover future open positions)

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. Ukrainian nationals are also eligible to apply.

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](#) and [President's Decision no. 10/2022](#).

Competencies required

- High standard of spoken and written English;
- Good command of MS Office applications;
- Proven organisational, time management and problem-solving skills, attention to detail;
- Good communication skills and ability to work as part of a multinational team in an international environment;
- Willingness to learn and improve.

Advantageous

- University degree or diploma and/or professional experience in the field of financial administration or social sciences;
- Knowledge of SAP and/or other financial management tools;
- Previous experience in events organisation;
- Previous experience in the field of Higher Education and more specifically in EU-funded research projects;
- Previous experience in administrative roles;
- Knowledge of additional EU languages.

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.

Benefits

- Maintenance grants of **1.380 Euros** per month;
- 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.

Shortlisted candidates will be invited for an interview.

Deadline for applying: 10 July 2022 at 23:59 CEST.

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

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

Research Support - Central Coordination Unit

European University Institute