

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

The [Real Estate and Facilities Service](#) (REFS) of the [European University Institute](#) is looking for a trainee to support the work of the Document Management Officer (DMO).

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

The REFS is the service responsible for implementing document and records management processes within the EUI. Under the overall management of the DMO, the traineeship will be focused on the development and maintenance of the EUI documents and records management policies and systems.

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

- Refine and index the collection of official documents stored in the digital records management system (DRMS), through the application of taxonomies and controlled vocabularies;
- Participate in the analysis of the informational assets held by EUI Services and Academic Units, with a view to updating the current filing plans and retention schedules;
- Collaborate in the deployment of the DRMS to EUI Services and Academic Units;
- Contribute to the creation of training material for internal users.

Type and Duration

- 12 months (with 3 months probationary)
- Full time (Monday to Friday; 8 hours/day)
- Foreseen start of the traineeship: **January 2023**

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; In accordance with [President's Decision no.10/2022](#), Ukrainian nationals are also eligible to apply;

AND

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

AND

- 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](#)

IMPORTANT: please note that candidates who do not meet the conditions above should not apply and will not receive a response if they choose to do so.

Qualifications required

- Degree or post-graduate diploma in Information Science, Archival Science, Record Management or equivalent qualification. Candidates in the process of obtaining the qualification will also be considered;
- Knowledge of international standards for archival or electronic content description (ISAD(G), ISAAR, Dublin Core);
- Command and use of IT tools relevant to information management and retrieval;
- Excellent knowledge of spoken and written English (CEFR level: C1) is required.

Advantageous

- Knowledge of Electronic Content Management (ECM) Alfresco or other electronic document and records management systems (EDRMS);
- Good knowledge of Italian.

Inter-personal competencies required:

- Solid organizational skills;
- Ability to work with a high degree of autonomy to achieve agreed objectives;
- Proactivity and enthusiasm in carrying out tasks.

Benefits

- Maintenance grants of **1.420 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.

Deadline for applying: 31 October 2022 at 23:59 CET

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

Please note that only candidates who are invited for an interview will receive a feedback from the EUI. If you do not hear from us, you can assume your application has not been successful on this occasion, but please note you are welcome to apply for any other future vacancy of your interest.

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

Real Estate and Facilities Service
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European University Institute