

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

Administrative Traineeship

The [Robert Schuman Centre for Advanced Studies](#) of the [European University Institute](#) based in Florence, Italy, is offering a remunerated traineeship for an enthusiastic young professional for a maximum period of 12 months.

The Schuman Centre

The Robert Schuman Centre for Advanced Studies (RSCAS) is an inter-disciplinary research centre at the heart of the European University Institute (EUI). It was established in 1992 to complement the four EUI disciplinary departments (Economics, History and Civilization, Law, Political and Social Sciences) with the vocation of being involved in both basic and policy research, collaborating with other centres of excellence in Europe, providing opportunities for young scholars and promoting dialogue with the world of practice. The goal of the Centre is to maintain an environment and support structure that fosters intellectual curiosity and excellent research. The research agenda of the Centre is currently guided by three major themes: Integration, Governance and Democracy; Regulating Markets and Governing Money; and 21st Century World Politics and Europe.

The trainee will be part of the Administrative Support team of the Robert Schuman Centre.

The position

Under the supervision of the Schuman Centre's Administrative Coordinator, or one of the Schuman Centre's Heads of Secretariat, the selected Trainee will be involved in the following tasks:

- Assisting in the logistic planning and organisation of the Centre's events including conferences, workshops, seminars, training courses, online activities
- Support the administrative team in providing assistance to professors and the academic teams (including preparing visitor and mission requests, preparing budgets, organising of-fice files)
- Assisting with processing supporting documentation and information, as well as with general administrative tasks, including document archiving
- Data harvesting through the relevant databases for the preparation of reports and documents

What you will gain

Up to one year's work 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 in a research centre, a leading academic international organisation that tackles the World's great societal challenges
- The possibility to attend training courses, including languages courses

Type and Duration

- 12 months (with 3 months probationary)
- Full time (Monday to Friday; 8 hours/day)
- Start of the traineeship: **1 September or 1 October 2022**

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](#).

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 1.380 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](#), Reading Rooms, [Language Centre](#), Cafeterias and Canteens, Participations in the [Extracurricular Activities](#) and the [Public Seminars and Workshops](#);
- 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: **22 July 2022**, 23.59 CEST

EUI general information: www.eui.eu. For more information on traineeships at the EUI visit the [webpage](#).

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

Traineeships@EUI.eu

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