

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

The European University Institute (EUI) at a glance:

- an international organisation set up in 1972;
- a research university focusing exclusively on post-graduate, doctoral and postdoctoral studies, and advanced research;
- located in the hills overlooking the city of Florence, Italy.

The EUI also hosts the [Historical Archives of the European Union](#).

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

The Research Support team, which is part of the Central Coordination unit, coordinates, systematises and broadens high-quality research support for EUI academic units, faculty and researchers, under the academic authority 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 staff members, will support and contribute to the work of the Unit and will be assigned the following tasks:

- Assisting with the organisation of seminars, conferences and workshops;
- Supporting with the update of webpages and mailing lists;
- Contributing to the preparation of financial reports and costs statements for externally funded projects;
- Assisting with the collection of supporting documentation and information for audits, as well as with general administrative tasks, including document archiving.

The trainee will be further assisting in data collection for the EU Pillar Assessment, and with the organisation of activities in the framework of the Widening countries programme.

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

Type and Duration

- 12 months
- Full time (Monday to Friday; 8 hours/day)
- Foreseen start of the traineeship: **1 February 2024**
(a reserve list will also be set up to fill 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. However, a limited number of nationals of non-member States may be accepted on the basis of a specific agreement of the Secretary General and according to available resources. Under exceptional circumstances, specific traineeships can be made available solely to nationals of specific States, including EU and non-EU States; In accordance with [President's Decision no. 10/2022](#), Ukrainian nationals are also eligible to apply;

AND

- Have completed the first cycle of university studies and obtained a full degree or its equivalent by the closing date for applications. The minimum national qualifications required by the legislation in the country where the diploma was obtained are available under the Annex.
- Have obtained their last university diploma no longer than three years prior to the deadline for applications. The three years rule is not applicable for trainees enrolled in further university studies at the moment of their application for the traineeship at the EUI.

AND

- Have a good knowledge of English (CEFR level: B2 or above), and a satisfactory knowledge of another language of the European Union to the extent necessary to carry out the duties to be performed.

All rules governing the traineeship refer to the [President's Decision no. 16/2023](#) and [President's Decision no. 10/2022](#).

Qualifications required

- Knowledge of English, both written and spoken (CEFR level: B2 or above);
- Good command of MS Office applications;
- Proven strong organisational, time management and problem-solving skills, attention to detail;
- Good communication skills and ability to work as part of a team in an international environment;
- Willingness to learn.

Advantageous

- University degree or diploma in the field of social sciences and/or professional experience in the field of financial administration or similar;
- Knowledge of SAP and/or other financial management tools;
- Previous experience in event organization and/or in the field of higher education (including EU-funded research projects);

- Knowledge of additional EU languages.

Learn more about the [EUI Competency Framework \(pdf\)](#)

Benefits

- Maintenance grants of **1.360 Euros** per month;
- Upon presentation of the proper justification, trainees with disabilities may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant;
- Trainees are entitled to a discount in the EUI canteen. The exact amount of the discount is indicated on the website of the EUI;
- 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 up to the ceiling defined on the website of the EUI; NB: Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel allowance;
- 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: 26 November at 23:59 CEST.

Please note only candidates invited for interviews will receive information on the selection status from the EUI.

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