

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](#).

TRAINEE IN THE ROBERT SCHUMAN CENTRE FOR ADVANCED STUDIES

The [Robert Schuman Centre for Advanced Studies](#) of the [European University Institute](#) based in Florence, Italy, is offering a remunerated administrative traineeship for an enthusiastic young professional for a period of 12 months. 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 goal of developing cutting-edge, academic research and using that research to engage with a wide variety of stakeholders in the public and private sector. The results of the Centre's research often become policy output in the form of publications and public events, where academics, policy-makers, members of civil society, and representatives of business exchange knowledge and build solutions to face the challenges of our time. In doing so, the Centre provides opportunities for younger scholars and established researchers to participate in a sustained dialogue with the world of practice. This problem-centred research agenda is necessarily thematic and interdisciplinary. It also extends beyond the traditional domain of the four disciplinary departments in ways that connect with other centres of excellence in Europe and globally.

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

Under the supervision of the Schuman Centre's Administrative Coordinator or one of the Schuman Centre's Heads of Secretariat, the trainee will be assigned the following tasks:

- Assisting in the logistic planning and organisation of the Centre's events including conferences, workshops, seminars, training courses
- Support the administrative team in providing assistance to professors and the academic teams (including preparing visitor and mission requests, preparing budgets, organising office 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

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 and tackles the world's great societal challenges;
- The possibility to attend training courses, including languages courses.

Type and Duration

- 12 months
- Full-time (Monday to Friday; 8 hours/day)
- Foreseen start of the traineeship: **1 February 2024**

Conditions for Eligibility

Candidates must:

- Be nationals of the Member States of the European Union and of candidate countries benefiting 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 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. 16/2023](#) and [President's Decision no.10/2022](#).

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

Qualifications required

- Good knowledge of the Microsoft Office package
- Good organisational skills
- Ability to work in a team and independently on projects and tasks
- Good interpersonal skills

Advantageous

- Previous experience in organisation of events

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

Benefits

- Maintenance grant 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](#)

How to apply

Fill in the [online application form](#) and upload documents (CV) 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.

Application deadline: 26 November 2023 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 only candidates invited for interviews will receive information on the selection status from the EUI.

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

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