

VACANCY NOTICE V/AD/RSC/77/2024

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list¹ for the posts of

COMMUNICATIONS ASSISTANT in the Robert Schuman Centre for Advanced Studies (Contract agent posts, type 3b, FGII²)

The [European University Institute](https://www.eui.eu) (EUI) seeks

Communications assistants for its Robert Schuman Centre of Advanced Studies (RSCAS). They will be assisting in the planning, drafting and editing of content for public dissemination, and thus contributing to the implementation of the communication strategy of the RSCAS, in line with the organisational strategy.

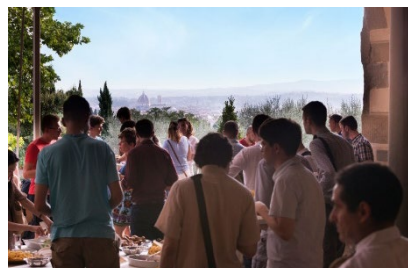
Who We Are

The [European University Institute \(EUI\)](https://www.eui.eu) at a glance:

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

The Institute also hosts the Historical Archives of the European Union.

More on our Institution: <https://www.eui.eu/About>



Our Unit

The [Robert Schuman Centre for Advanced Studies \(RSCAS\)](https://www.eui.eu) is an interdisciplinary research centre at the heart of the European University Institute (EUI). It was established in 1993 to complement the four EUI disciplinary departments of Economics, History, Law, and 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.

¹ The reserve list may be used to fill similar vacant future positions in other units of the European University Institute. Cf. [President's decision No 15/2021 of 27 April 2021 laying down a procedure for the use of reserve lists](#).

² The total period of employment will be for a maximum of 6 years, cf. Annex II.

The results of the Centre's research often become policy output in the form of publications and public events, where academics, policymakers, 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.

Your Key Responsibilities

The EUI's Robert Schuman Centre of Advanced Studies (RSCAS) is seeking to recruit **Communications assistants** for its various units and the Centre's central communication team to assist in the planning, drafting and editing of content for public dissemination. Reporting to the Communications Team Leader and daily supervised by the Communications Officer of the assigned units, the Communications assistants will contribute to the implementation of the communication strategy of the RSCAS, both for the central level and for the Centre's programmes and projects, in line with the organisational strategy. One of the Communications assistants to be recruited will assist the Centre's Graphic Designer focusing on visual communication.

The main duties may include the following:

Level of Expertise

- Acting as subject matter generalist: knowing the relevant EUI procedures and workflows as well as external trends for the successful production and dissemination of content for outreach in an academic context according to the different communications channels and their functioning and audiences;
- Acting as subject matter generalist for the RSCAS communications team for (depending on the concrete assignment):
 - visual communication / graphic design; OR
 - visual communication / motion graphics or visuals for social media formats; OR
 - communication for executive training.

Representation/Communication

- Representing the assigned unit(s), and where appropriate the RSCAS internally, on communication matters;
- Internally liaising with the different RSCAS units to facilitate the effective production and dissemination of content in different written and audio-visual formats;
- Supporting the development and maintenance of a shared editorial calendar that integrates activities of the different RSCAS units, including updating a shared scheduling system;
- Maximising the use of the different channels, including social media, web and audiovisual formats to achieve the best possible outreach.

Policy/Strategy Making

- Providing assistance to the Communications Officer of the assigned unit(s) or the Communications Team Leader in the implementation of the communication strategy of

the Centre and its programmes, in line with the general communication strategy of the EUI;

- Contributing to improvements to existing workflows in the communications sector.

Level of autonomy and accountability

- Possessing some level of autonomy in the implementation of assigned tasks, being responsible for own work;
- Reporting directly to the Communications Team Leader of the RSCAS; the daily supervision is being executed by the Communications Officer of the assigned unit(s).

Finance and procurement responsibility

- Supporting other administrative staff of the RSCAS with the financial and procurement processes linked to the communication activities of the assigned unit(s).

Role in administrative processes

- Assisting the Communications Officer of the assigned unit(s) in writing, editing and finalising written, visual and multimedia content to support the outreach efforts of academic colleagues;
- Liaising with the administrative staff and providing support for procedures related to the production of content, including editing of texts for outreach purposes;
- Regularly drafting and scheduling social media posts and campaigns (copy and visual) by using graphic and planning tools;
- Collecting analytics from social media to create monthly reports;
- Acting as the approving editor in workflows related to event announcements, online personal profiles, pages on training courses and research projects, etc.;
- Updating and regularly reviewing the content of the website(s) of the assigned unit(s) or the RSCAS/EUI, under the guidance of the Communications Officer of the assigned unit(s) or the Team Leader;
- Assisting in planning and implementing audio-visual projects in collaboration with the Multimedia team of the RSCAS by providing subtitles, accompanying texts and liaising with the academic colleagues involved;
- Drafting newsletters and disseminating them after due internal approval processes;
- Maintaining and updating contacts databases;
- Ensuring compatibility with the EUI corporate image and the RSCAS style guide, following colour, layout and branding specifications, as well as other internal guidelines and the EUI English style guide;
- Applying data protection policy in each administrative process and complying with the EUI rules, with particular attention to the processes related to explicit content for the use of people's images.

Your Key Competencies

All staff at the **EUI** share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies specific to the **role** include the following:

- Interpersonal and communication skills
- Knowledge – writing and editing for different formats
- Willingness to learn

The competencies mentioned above may be assessed at the written test and/or interview stage.

Read more on [EUI Competency Framework](#)

What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A multicultural community of 1100 academics at all career stages and administrative staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, and to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Language courses and soft skills training opportunities;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.



Read more on [Work and Life of EUI Support Staff](#).

How To Apply

Applications must be submitted electronically using the [online application form](#) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: Monday 8 July 2024 at 23:59 CEST

Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.

ELIGIBILITY CRITERIA

On the closing date for online applications, you must fulfil all the following general and specific conditions:

1. General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties.³

2. Specific conditions

2.1. Education (Qualifications)

- A level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to higher education, and appropriate professional experience of at least three years. This professional experience will be considered part of the educational qualification and will not be taken into account in the required numbers of professional experience under 2.2.

Only diplomas and certificates that have been awarded in EU Member States, or that are the subject of equivalence certificates issued by authorities in the Member States by the deadline for applications, shall be taken into consideration. If your diploma was issued outside the EU, please indicate in your application that you hold an equivalence certificate; otherwise, your application will be deemed ineligible.⁴

2.2. Professional experience⁵

By the deadline for applications, and in addition to the qualifications required above, you must have at least **one year** of relevant professional experience gained after obtaining the diploma required under 2.1.

³ As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants.

⁴ If you have a diploma recognised in an EU Member State, you don't need NARIC recognition for your lower level diploma(s). Example: If you have a Bachelor's degree from a university outside the EU, and a Master's degree from an EU university, you don't need NARIC recognition for the Bachelor's degree. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

⁵ Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Completed PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

2.3. Knowledge of Languages⁶

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

SELECTION CRITERIA

Applications that fulfil the above eligibility criteria will be assessed against the following requirements:

Essentials

1. At least one year of professional experience acquired in positions relevant to the job description;
2. Proven professional experience in writing in different formats and for different channels/audiences;
3. Proven professional experience with social media such as X, Instagram and LinkedIn and analytics tools (Google analytics and social media analytics);
4. Demonstrated working knowledge of web Content Management System (CMS) and/or Customer Relationship Management (CRM) system;
5. Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

6. University degree in Public Relations, Communications, Journalism, Political Sciences, Social Sciences, or related subjects;
7. Proven professional experience with visual communication / graphic design; OR visual communication / motion graphics or visuals for social media formats; OR communication for executive training.

Candidates invited to the test and interview phase may also be assessed against the **competencies** listed under the "Your key competencies" section on pages 3-4.

⁶ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.