

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 [Department of Political and Social Sciences](#) (SPS Department) of the [European University Institute](#) based in Florence, Italy, is looking for a trainee for a period of 12 months.

The SPS Department is one of Europe's leading centres for research on comparative politics, political behaviour and political sociology, the sociology of inequality, analytic sociology, and international relations and security. Its core mission is the recruitment, training and placement of early career researchers from throughout Europe. The Department also hosts four ERC projects and manages externally and internally-funded research projects. It is also part of the [EUI Widening Europe Programme](#).

With an active faculty of 17 Professors and Assistant Professors, a strong cohort of 170 Ph.D. researchers and post-doctoral scholars and an international network of visitors, the SPS Department fosters a stimulating environment for study and research. The SPS Department also comprises an administrative team of 6 members enabling departmental activities and projects.

The position

Under the supervision of the Departmental Coordinator, the SPS trainee will be providing transversal administrative support to the Department and to the administrative team. Main tasks include:

- Organising the SPS Summer Academy 2025 (participants' recruitment procedure, organisation of the courses and activities);
- Providing support for the organisation of the teaching programme and academic activities (i.e. organization of seminars, workshops and conferences);
- Providing support on the application, selection and welcome procedures of PhD researchers, Fernand Braudel Fellows, Visiting fellows and Visiting students;
- Collecting data through the relevant databases for the preparation of reports and documents.

Type and Duration

- 12 months
- Full time (Monday to Friday; 8 hours/day)
- Foreseen start of the traineeship: **1 February 2025**
(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 and experience requirements

Essential:

- Demonstrated knowledge of English, both written and spoken (CEFR level: B2 or above);
- Proven experience in using the MS package: Word, PowerPoint, Adobe Acrobat, Excel, Outlook and videoconferencing applications, such as Zoom;
- Proven ability to take responsibility for specific areas of work, ensuring that the deadlines are met;
- Demonstrated experience in multicultural and international environments, acquired through previous work placements or study abroad.

Advantageous:

- University degree in the field of social sciences and/or professional experience in the field of higher education/ training/ research sector(s);
- Proven knowledge of any additional European languages, in particular from a [Widening country](#);
- Demonstrated service-oriented attitude, high sense of confidentiality, and discretion in handling sensitive information and data;
- Proven analytical and communication skills acquired through previous experience;
- Inter-personal and team working skills.

Benefits

- Maintenance grant of **€1,420 per month** (as from 1st July 2024);
- A discount of 40% for one lunch per day at the EUI canteen;
- Reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship (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;
- Participation in the [Extracurricular Activities](#) and the [Public Seminars and Workshops](#);
- 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.

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: 25 November 2024 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](#).

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