

VACANCY NOTICE V/AD/ACS/4/2025

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 post of

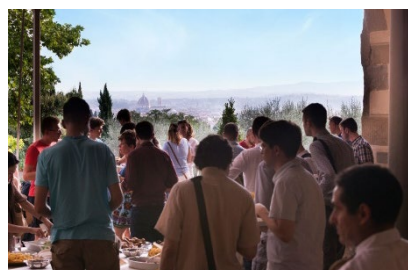
Teacher of English Academic Literacies and Language in the Academic Service, Centre for Academic Literacies and Languages (Temporary agent post, type 2a, AST04²)

The [European University Institute](https://www.eui.eu) (EUI) seeks an outstanding and highly motivated individual to teach English Academic Literacies and Language to the EUI community

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 [Academic Service](https://www.eui.eu) (ACS) is in charge of providing support, including monitoring and assessment, to the EUI's teaching activities. The Academic Service oversees and supports the application, selection, and admission processes, welcome and induction of master students, early career researchers (i.e. doctoral and postdoctoral fellows), fellows, academic assistants and professors. The Academic Service collaborates with national and international funding authorities and academic and research institutions worldwide. It follows and administers the progress of all academic programmes at the EUI (Master, Ph.D., postdoctoral) in close collaboration with the EUI Academic Units, the Dean of Graduate Studies, the Provost for Education and Academic Staff Development and the Director of the Max Weber Programme coordinating post-doctoral fellowships. The Service offers a wide range of academic skills and professional development courses and career advice to early career researchers, language

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 Cf. Annex II

courses, academic literacies, psychological support and wellbeing services, and supports a wide range of extracurricular activities.

The **Centre for Academic Literacies and Languages** (CALL) is part of the Academic Service. It offers courses, workshops, and services designed for EUI members and their different needs during their time at the EUI. Its mission is to provide language training in oral and written academic communication skills and to facilitate networking in academic environments. CALL offers language courses and services in English, French, Italian, German, and Spanish provided by professionally trained staff and also relies on a group of freelancers.

Your Key Responsibilities

The EUI is looking for a teacher to deliver high-quality English Academic Literacies and Language courses to members of the EUI community, including doctoral and postdoctoral researchers in the Social Sciences and Humanities.

The successful candidate will contribute to initiatives that identify new and best practices in learning and teaching, promoting these across the EUI and providing individual coaching. Reporting to the Director of the ACS, they will collaborate closely with faculty across various disciplines to ensure English for Academic Purposes (EAP) instruction aligns with the academic requirements of specific fields, engaging in ongoing professional development to stay abreast of the latest trends and best practices in EAP education.

The main duties may include the following:

Level of Expertise

- Acting as a subject-matter specialist for English academic literacies courses and the presentation and publication of research output as well as academic career development;
- Acting as language and academic literacies specialist in English, also advising EUI staff and faculty on language-related issues.
- Acting as a pedagogical specialist, using digital competencies.

Role in administrative processes

- Coordinating the activities for English academic literacies under the supervision of the Director of the Academic Service;
- Contributing to the annual programme of courses and activities of the English Academic Literacies unit of the CALL;
- Playing an active part in the digitalisation of administrative procedures in the CALL.

Level of autonomy and accountability

- Working with a high level of autonomy;
- Reporting to the Director of the Academic Service.

Representation/Communication

- Representing CALL internally and externally: presenting the activities of the English Academic Literacies offer in the framework of the EUI doctoral and postdoctoral programmes to external stakeholders and in conferences;

- Participating in outreach activities: developing networks and creating partnerships with key universities and institutions teaching English Academic Literacies/English for Academic Purposes (EAP) both inside and outside Europe.

Policy/Strategy Making

- Assisting in developing and implementing the overall strategy, design and activities of the English Academic Literacies offer of the CALL (the Scholars' Hub), taking account of the EUI's mission as an international teaching and research institution, under the supervision of the Director of the Academic Service;
- Contributing to the analysis of the English language and academic literacies needs of the EUI community, including those related to networking with other Higher Education Institutions, thus contributing to researchers' success outside the EUI;
- Contributing to the constant improvement of the activities of the English Academic Literacies team, in cooperation with the CALL coordinator;
- Supporting the further development and expansion of the Scholar's hub to incorporate a Teaching and Learning team, support for digital and computational training, and academic literacies and career development.

Finance and procurement responsibility

- Contributing to all financial and procurement processes related to the English Academic Literacies offer, as required;
- Verifying payments and commitments and participating in evaluation committees for tender procedures.

Budget management

- Contributing to the planning and management of the CALL budget.

Managing people/Role in HR processes

- Assisting in the division of tasks regarding English academic literacies according to the annual programme of courses and activities;
- Taking part in selection boards for selection procedures, when requested.

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 **role** include the following:

- Knowledge of Processes & Procedures
- Multitasking

- Problem solving
- Adaptability
- Interpersonal skills
- Communication
- Working with others
- Project and task management

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 truly 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](https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: 12 May 2025 at 23:59 CEST

As the EUI is committed to promoting **diversity** and **gender equality** at all levels and in all units in meaningful and lasting ways, we wish to particularly encourage women to apply for this position.

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

1. 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 their suitability for performing the duties of the post;
2. Having fulfilled any obligations imposed by the laws on military service;
3. Being physically fit to perform the duties³.

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 2.3.

2.2. Knowledge of Languages⁴

- 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.

2.3. Professional experience⁵

By the deadline for applications, and in addition to the qualifications required above, candidates must have at least **five years** 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 Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

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.

SELECTION CRITERIA

Applications that fulfil the above Eligibility Criteria will be assessed against the following requirements:

*Essential**

1. **Excellent knowledge of English, both spoken and written (CEFR level: C2);**
2. Graduate university degree in English language and qualification in teaching English as a foreign language;
3. 5 years of relevant professional experience in a higher education institution in teaching English Academic Literacies/English for Academic Purposes using teaching and learning education methodologies;
4. Ability to deliver high-quality teaching and design and develop effective English for Academic Purposes (EAP) curricula and teaching materials gained through professional experience, also supported by feedback/appraisals attesting to high levels of learner satisfaction;
5. Proven professional experience in using innovative teaching and learning digital tools and online learning platforms;
6. Proven experience in working in a multicultural environment, facilitating an inclusive learning culture, supporting learners from diverse backgrounds.

Advantageous

1. Doctoral degree in Linguistics or Humanities;
2. Higher Education Teacher Trainer Certification;
3. Publication record in a relevant field;
4. Knowledge of additional languages of the European Union.

****The essential criterion 1 is mandatory,*** meaning that candidates who do not meet this essential requirement will not be assessed further and will be excluded from the selection process.

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