

## VACANCY NOTICE V/AD/DEXT/5/2025

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list<sup>1</sup> for the post of

**ALUMNI COORDINATOR**  
**in the Development and External Relations Service (DEXT)**  
(Temporary Agent post, type 2a CEOS, AST 4)<sup>2</sup>

The **European University Institute (EUI)** is seeking a strategic and highly motivated **Alumni Coordinator** to lead and grow its alumni engagement activities. This role is central to cultivating and strengthening the vital relationship between the EUI and its extensive alumni community, offering a unique opportunity to shape the future of alumni relations at one of Europe's leading academic institutions.

### Who We Are

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 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 **Development and External Relations Service (DEXT)** provides strategic support to EUI management and stakeholders by aligning institutional goals with broader societal needs.

The areas covered by the DEXT service include strategy and development; research support, under the authority of the Provost for Research and External Relations; corporate and private strategic fundraising; external relations and alliances; engagement with the private, corporate and non-profit sectors; and alumni relations.

The DEXT service contributes to the relations with Member States and the High Council delegation and promotes the visibility of the EUI in the Member States and beyond.

<sup>1</sup> 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](#).

<sup>2</sup> cf. Annex II

## Your Key Responsibilities

Reporting directly to the Head of Sector for Development and Engagement, within the Development and External Relations Service (DEXT), the **Alumni Coordinator** will play a vital role in cultivating and strengthening the relationship between the EUI and its alumni community.

This role involves contributing to the development and implementation of the EUI's alumni engagement strategies, managing communication channels, overseeing alumni services, and supporting alumni events to foster a lifelong connection between the alumni community and the Institute.

The Alumni Coordinator is expected to contribute to building a vibrant alumni network that supports the EUI's mission, leverages external funding possibilities and promotes its reputation globally.

The main responsibilities may include the following:

**Level of expertise:**

- Acting as subject matter expert for the Alumni Engagement activities of the EUI.

**Representation/Communication:**

- Representing the EUI and the DEXT Service in internal and external settings;
- Actively participating in building strategic relationships and networks, and leading targeted communication campaigns to keep alumni informed about EUI news, events, and opportunities through various channels, including newsletters, social media platforms, website updates, and specific mailing campaigns;

**Policy / Strategy-making:**

- Supporting the EUI's Strategy by providing regular insights and data on the Alumni strategy, mission and objectives on behalf of the DEXT Service;
- Developing and implementing a sustainable funding strategy for EUI alumni activities.

**Role in administrative processes:**

- Managing and ensuring the daily operations of the EUI's Alumni activities within the DEXT Service;
- Managing the EUI's alumni services and the alumni contact details within the CRM database;
- Conducting research to collect alumni data for reporting and engagement purposes.

**Level of autonomy and accountability:**

- Reporting to the Head of Sector for Development and Engagement;
- Being accountable for own work.

**Managing people/role in HR processes:**

- Supervising the work of other staff;
- Acting as a coach and providing and/or organising internal training and coaching; activities for the team and newcomers;
- Acting as a member of selection boards.

**Finance and procurement responsibility:**

- Verifying payments and requesting financial commitments;
- Participating in the evaluation committee for tender procedures;
- Having the delegation of signing authority of the Director of Service.

**Budget management:**

- Verifying budget estimates and drafting annual reports for the Alumni Budget;
- Planning and managing the budget for the Alumni activities.

## 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:

- Communication and Interpersonal skills
- Networking
- Stakeholder orientation
- Initiative / Proactivity
- Problem solving
- Working with others

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 inclusiveness, 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.



## How To Apply

Applications must be submitted electronically using the **AD/DEXT/5/2025** online application form available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

**CLOSING DATE FOR APPLICATIONS:**

**THURSDAY, 8<sup>th</sup> JANUARY 2026 at 23:59 CET**

**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.<sup>3</sup>

### 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 number of professional experiences 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 (NARIC '*statement of comparability*'); otherwise, your application will be deemed ineligible.<sup>4</sup>

#### 2.2. Professional experience<sup>5</sup>

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

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<sup>3</sup> 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.

<sup>4</sup> 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.

<sup>5</sup> 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 Languages<sup>6</sup>

- 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:

#### **Essential**

1. At least **five years** of proven **work experience** in **strategic Alumni Engagement** within the **academic** sector;
2. Proven **expertise** in alumni engagement **practices**, with a **track record** of establishing and maintaining **strong alumni relationships** in a **university or research environment**, including **coordination and implementation** of internal and external **initiatives** that strengthen alumni involvement and institutional ties;
3. Proven **experience** in using **CRM or similar systems and social media platforms** to manage **alumni data**, **track** engagement, produce **reports** and **analyse** trends;
4. Excellent oral and written communication skills in **English** (CEFR level: C1 or above), with proven ability to present information clearly and concisely.

#### **Advantageous**

5. **University degree** or an equivalent level of professional qualification in a relevant field (e.g. communications, marketing, public relations);
6. Proven experience working as part of a **multinational and multidisciplinary team** in an **international** environment.

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.

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