

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

Trainee in the Academic Service

Located in the Tuscan hills overlooking the city of Florence, Italy, the [European University Institute](#) (EUI) is a renowned transnational hub of interdisciplinary research and higher learning. Founded in 1972 by the members of the then European Communities, today the EUI is the leading institute in Europe dedicated to the social sciences and humanities. The three pillars of its activities are the training of early-stage researchers through excellent research, policy-relevant research, and the training of current and future policymakers. Committed to global engagement, diversity, inclusiveness, and improved accountability, the EUI fosters a collaborative and forward-thinking environment that connects scholars and policymakers worldwide. The EUI also hosts the Historical Archives of the European Union.

The European University Institute is looking for a highly motivated trainee to support the work of the [Academic Service](#).

This traineeship position provides early-career professionals with the opportunity to gain comprehensive experience in the administrative functions of an international higher education organisation. The administrative trainee will provide support across several key areas of the Service, including the Admissions and Welcome Offices, the International Mobility Office, the Student Administration and Registrar's Office, the Centre for Academic Literacies and Languages, and the Quality Assurance and Recognition Office.

This broad exposure enables the trainee to develop a well-rounded understanding of the full student life cycle, from admission to graduation. Trainees will develop practical skills in higher education administration in an international and multicultural environment, preparing them for future roles in international academic and administrative settings.

The trainee, under the supervision of EUI relevant staff members, will contribute to the work of the Academic Service and experience high-level academic administration.

The trainee will support the Director and Administrative Coordinator of the Academic Service, as well as other staff members, in day-to-day operations, in areas such as:

- ***Institutional planning:***
Assist in the preparation of the EUI Academic Calendar;
- ***International administrative practices:***
Collaborate with the Admissions and Welcome Office in handling Special ID Cards issued by the Italian Ministry of Foreign Affairs for EUI researchers, fellows, and Master students, and provide support to the Student Administration team;
- ***Onboarding journey:***
Support the Welcome, Orientation, and Induction Programme for newly admitted researchers and fellows;
- ***Digital innovation:***
Contribute to the digitalisation of Academic Service processes;
- ***Institutional events:***
Take part in the organisation of the Conferring Ceremony and the September Orientation Programme;

Type and Duration:

- 12 months;
- Full time (Monday to Friday; 8 hours/day);
- Start date: 1 February 2026

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. 4/2025](#), 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 [here](#).
- 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. 4/2025](#).

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

Requirements:

- Relevant experience in one or more of the abovementioned areas;
- Good knowledge of Microsoft Office packages;
- Proven knowledge of spoken and written English (CEFR level: B2 or above).

Advantageous:

- Strong interest in university administration;
- Proven experience and/or knowledge with digitalisation processes;
- Proven organisational skills, with strong focus on delivering results and being goal-oriented;
- Previous experience in a multicultural or international environment;
- Knowledge of additional European Union languages.

Candidates invited for an interview may also be assessed for the following competencies:

All staff at the EUI share the following competencies:

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

Competencies related to the Service:

- Effective collaboration and teamwork
- Initiative and proactive approach to tasks
- Accountability and confidentiality

Benefits

- Maintenance grant of **€ 1,490 per month** (as of 1 October 2025);
- Reimbursement of travel expenses incurred at the beginning and end of the traineeship (for trainees recruited outside of Florence);
- 40% discount on one lunch per day at the EUI canteen;
- Access to EUI facilities: [Library](#), Reading Rooms, [Centre for Academic Literacies and Languages](#);
- Participation in professional training, [public seminars](#), [workshops](#) and [extracurricular activities](#), including wellbeing initiatives;
- Experience in an international institution and research university, becoming part of a vibrant and dynamic multicultural community;
- Development of creativity and innovation skills;
- Improvement of organizational and time management skills;
- Enhancement of language skills, interpersonal communication, and intercultural teamwork abilities.

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 to apply: 3 December 2025 at 23:59 CEST

Shortlisted candidates will be invited for an interview. Please note only candidates invited for interviews will receive information from the EUI on the selection status.

Should you have difficulties in submitting 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 dedicated [webpage](#).