

EU REMUNERATED TRAINEESHIP OPPORTUNITY

Human Resources Service

The [European University Institute](https://www.eui.eu) (EUI), founded in 1972 and located in Florence, Italy, is a treaty-based post-graduate institution dedicated to advanced research and training with a unique European focus. 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 is seeking a **highly motivated trainee to join the Human Resources Service** and gain hands-on experience in the design, implementation and evaluation of [Equity, Diversity and Inclusion \(EDI\)](#) initiatives in the context of the EUI Strategy 2026-2031. Working closely with the EDI Officer and the Office of the Provosts, the trainee will contribute to research, data analysis, reporting, training, events and communication activities that support the EUI's commitment to fostering an inclusive and diverse working and learning environment.

What we offer

The traineeship offers a unique opportunity to gain hands-on experience in the field of Equity, Diversity and Inclusion within an international and multicultural academic institution. The trainee will develop practical skills in research, data analysis and reporting, project and event coordination, stakeholder engagement, communications and policy implementation. By working closely with the EDI Officer, the Office of the Provosts and colleagues across the EUI, the trainee will gain insight into how strategic EDI objectives are translated into concrete institutional actions and will strengthen the professional competencies required for a career in human resources, equality and diversity, public policy, or organisational development.

What the trainee will do

Within the HR Strategy team, the trainee will support the work of the EDI Officer and be assigned the following tasks:

- Supporting the organisation of Equity, Diversity and Inclusion (EDI) events, campaigns and awareness-raising activities across the Institute.
- Assisting with research, data collection and analysis to support EDI initiatives, projects and action plans.
- Contributing to the organisation and delivery of the EUI's EDI training activities.
- Supporting the preparation of the annual EDI Report through data collection, analysis and the drafting of reporting content.
- Providing administrative and organisational support to EDI-related committees and working groups, including meeting preparation and follow-up activities.
- Assisting with EDI communication and engagement initiatives, including supporting the EDI podcast and the development of awareness-raising materials.
- Maintaining and updating EDI resources, documentation and records, and supporting document management and archiving activities.

Type and Duration:

- 12 months;
- Full time (Monday to Friday; 8 hours/day);
- Start date: 1 February 2027

Conditions of Eligibility

Candidates must:

- Be nationals of the Member States of the European Union and of candidate countries benefiting from a pre-accession strategy.
- 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.
- 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 the performance of the duties.

All rules governing the traineeship refer to the [President's Decision no. 16/2023](#) and [President's Decision no. 67/2025](#).

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

- Proven knowledge of English, both written and spoken, at CEFR Level B2 or higher;
- Demonstrated interest in Equity, Diversity and Inclusion (EDI) through academic studies, training, research, extracurricular activities, volunteering, or professional experience;
- Demonstrated ability to communicate and collaborate effectively with individuals from diverse cultural, social, and professional backgrounds, as evidenced through academic, volunteer, or work experience;
- Proficiency in Microsoft Office applications, particularly Word, Excel, and PowerPoint;
- Previous experience in collecting, managing, analysing, or interpreting quantitative and/or qualitative data;
- Demonstrated research, analytical, and written communication skills, evidenced through academic records or professional assignments;
- Demonstrated ability to organise and manage assigned tasks independently while contributing effectively to team-based projects and activities.

Advantageous skills & qualifications

- Previous experience in Equity, Diversity and Inclusion initiatives, demonstrated through academic work, research projects, internships, professional roles, volunteering, training, or participation in relevant networks and initiatives;
- Previous experience in an international, intercultural, academic, higher education, or research environment;
- Experience in preparing reports, dashboards, briefings, recommendations, or policy-related documents based on data analysis or research findings;
- Previous experience with, or familiarity with, data analytics and visualisation tools, such as Microsoft Power BI or comparable business intelligence and reporting applications;
- Familiarity with equality, diversity, inclusion, accessibility, anti-discrimination, or related institutional policies and frameworks.

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
- Accountability and confidentiality
- Demonstrated strong interpersonal and communication skills, with the ability to work effectively in a multicultural environment

Benefits

- Maintenance grant of **€1,540 per month*** (as from 1st January 2026). *See *up-to-date figures* [here](#).
- Reimbursement of travel expenses incurred at the beginning and end of the traineeship (for trainees recruited outside of Florence);
- Discounted fee for 1 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;
- Opportunity to apply academic knowledge in a practical work environment, particularly in relevant areas of expertise;
- Experience in an international institution and research university, becoming part of a vibrant and dynamic multicultural community;
- Enhancement of language skills, interpersonal communication, and intercultural teamwork abilities.

TO APPLY:

Fill in the [online application form](#) and upload documents (CV, ID/Passport) 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: 9 November 2026, at 23:59 CET

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](#).