



The EUI has an open vacancy for a

Project Assistant in the Central Coordination Unit

Florence, 08 February 2024

Reference: V/PA/CCU/1/2024

Who we are

The **European University Institute** (EUI) at a glance:

- an **international organisation** set up in 1972;
- a research university focusing exclusively on **postgraduate, 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.

The Central Coordination Unit (CCU) is tasked with supporting the President and the Secretary-General in the definition and implementation of the EUI's strategy and in the development and the operation of strategic and academic governance. The Unit coordinates transversal functions and initiatives upon request of the President.

Research Support (RS) is part of the CCU. The Research Support team, under the academic authority of the Dean of Research, coordinates, systemises and broadens high-quality research support for EUI academic units, faculty and researchers. It brings together different types of expertise to support research activities, from the planning and grantseeking phase to collaboration across campus, to the reporting and dissemination of research results.

Employment details

Contract type	Full-time (100%, 30/30, 40 hours/week)
Length of contract	12 months, starting date 1 April 2024 This contract may be further renewed (several times and conditional to the availability of funds), leading to an extension of the period of service up to a total of 5 years, including the first contract period.
Salary indication and grade	Grade: ASTAC1e step 1 The basic net monthly salary after taxes is approximately 2,230 Euro, plus

allowances if applicable.

More information about conditions of employment is available [here](#).

Place of work

Florence, Italy

About the project

Project Directors

Serena Scarselli, Head of Research Support and Prof. Giacomo Calzolari, Dean of Research

Project details

[Research Support](#) – Central Coordination Unit

Job description

The Project Assistant will provide organisational and logistic support to the Project Directors as well as to CCU-RS activities. Main tasks shall include:

- Contributing to the scholarly communication and dissemination of the EUI's research outcomes, including the editorial oversight of the research section of the EUI website;
- Supporting as web editor for the Research main page, preparing research news and features for the website;
- Providing support to the Interdisciplinary Research Clusters, including logistic of seminars, workshops, and lectures, communication actions, management of cluster members' databases, editing web content, and research-related activities;
- Assisting CCU-RS project managers in drafting dissemination plans for externally funded research proposals and implementing them;
- Supporting CCU-RS and the Dean of Research on organisational initiatives relating to research communication, research information management and research support;
- Supporting the CCU-RS team by contributing to special projects focused on reviewing and refining workflows and procedural protocols, including the Pillar Assessment.

Qualifications and experience

Qualifications and Experience

Essential:

- Bachelor of Arts (or equivalent according to EHEA) in Communication, Social Sciences, or in related fields;
- Excellent communication skills and ability to use effectively a wide range of communication tools (including social media) acquired through previous experience
- Proven ability to manage and execute multiple tasks contemporarily;
- Proven experience in both independent and team-oriented work.

Desirable:

- Master of Arts (or equivalent according to EHEA) in Communication, Social Sciences, or in related fields;
- Proven experience in research communication;
- Previous experience in an international organisation and/or in an academic environment.

Languages

Excellent knowledge of English, both spoken and written ([CEFR](#) level: C1 or above). Knowledge of other languages constitutes an advantage.

How to apply

Deadline

The closing date for applications is **22 February 2024** at midnight (Florence time)

Contact details

For more information contact ResearchSupport@eui.eu

How to apply

Fill in the [online application form](#) and upload documents as requested.

These include CV, cover letter and an original writing sample in English (prose). The text should be no shorter than 500 words or longer than 800 words. The sample must be your original writing. The subject of the text is open but it should relate in some way to research or research communication, and the style should be accessible.

Data Protection

The purpose of processing the data submitted by candidates is to manage their application in view of a possible pre-selection and recruitment by the EUI. The information candidates provide in their application form is collected for the purpose of the selection procedure. The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 10/2019 of 18 February 2019 regarding Data Protection at the EUI](#)).

Equal opportunities

The European University Institute applies a policy of equal opportunities, which, in accordance with Article 1d of its Staff Regulations, prohibits discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.