EUI REMUNERATED TRAINEESHIP OPPORTUNITY

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 postdoctoral studies, and advanced research;

▪ located in the hills overlooking the city of Florence, Italy.

The EUI also hosts the Historical Archives of the European Union.

The **ICT Service** of the **European University Institute** (EUI) is looking for a trainee to support the work of the EUI Web Unit.

The ICT Web Unit is coordinated by the Web Communications Manager and is responsible for the Institutional digital web services and strategy at the EUI. This ICT Unit ensures that all the various needs and priorities are efficiently merged into a modern, safe, fast and fully functional digital campus, oriented towards the main EUI goals

The trainee, under the supervision of EUIWeb Team , will have to contribute to the work of the ICT Web Unit and will be assigned the following tasks:

- Provide end-user support, along with a professional development plan:
  - Integrate multiple data sources with Web API development and customisation;
  - Configure CMS, LMS and CRIS systems;
  - Revise, edit, proofread & optimise web content;
  - Work cross-functionally to enhance the overall user experience of our platforms;
  - Own various design tasks involved in the web development life cycle from start to finish.

Type and Duration

- 12 months
- Full time (Monday to Friday; 8 hours/day)
- Foreseen start of the traineeship: depending on availability and needs

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. 40/2023, 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 English (CEFR level: B2 or above), and a satisfactory knowledge of another language of the European Union to the extent necessary to carry out the duties to be performed.

All rules governing the traineeship refer to the President's Decision no. 16/2023 and President's Decision no.10/2022.

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

Qualifications required:

- Bachelor's degree or equivalent experience in a relevant field (e.g. Computer Engineering, Programming, Multimedia Engineering, Informatics);
- Knowledge of JavaScript (or similar);
- Knowledge of HTML/CSS;
- Ability to organise and prioritise work.

Advantageous:

- Experience in user-support, training or writing of technical documentation

Competencies required:

- Knowledge in the areas of Web Development, Data integration and modelling, cybersecurity, UX optimisation;
- Initiative, proactivity;
- Working with others;
- Mastery of IT;
- Technological awareness;
- Delivering quality and results.

Benefits

- Maintenance grants of **1,380** Euros per month;
- Upon presentation of the proper justification, trainees with disabilities may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant;
- Trainees are entitled to a discount in the EUI canteen. The exact amount of the discount is indicated on the website of the EUI;

- A remunerated trainee who is recruited from outside Florence is entitled to the reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship up to the ceiling defined on the website of the EUI; NB: Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel allowance;
- Access to EUI facilities: Library, Reading Rooms, Language Centre, Cafeterias and Canteens
- Participation in Extracurricular Activities, Public Seminars and Workshops.

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 for applying: OPEN CALL without deadline

Should you have difficulties in sending your application, please send an email to the following e-mail address: Traineeships@EUI.eu

> Please note only candidates invited for interviews will receive information on the selection status from the EUI.

For more information on traineeships at the EUI visit the webpage.

ICT Service, Web Unit.

European University Institute