



The EUI has an open vacancy for a

Research Assistant in the

Robert Schuman Centre for Advanced Studies

Florence, 22 April 2024

Reference: V/RA/RSC/71/2024

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 Robert Schuman Centre for Advanced Studies (RSCAS) is an inter-disciplinary research centre at the heart of the European University Institute (EUI). It was established in 1992 to complement the four EUI disciplinary departments (Economics, History and Civilization, Law, Political and Social Sciences) with the aim to be involved in both basic and policy research, collaborate with other centres of excellence in Europe, provide opportunities for young scholars and promote dialogue with the world of practice. The Centre's goal is to maintain an environment and support structure that fosters intellectual curiosity and excellent research. The research agenda of the Centre is currently guided by three major themes: Integration, Governance and Democracy; Regulating Markets and Governing Money; and 21st Century World Politics and Europe.

Employment details

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| Contract type | Part-time 50 % (15/30, 20 hours/week) |
| Length of contract | 6 months. Start date: 16.06.2024 or soon after 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: ASTAC1b/1 The basic net monthly salary after taxes is approximately 1.550 Euro, plus |

allowances if applicable.

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

Place of work

Florence, Italy

About the project

Project Director

Jelena Dzankic

Project details

[Southeastern Europe - Transitions, Prospects, Crossroads](#) is one of the main strands of the Global Governance Programme research area, which creates new knowledge on the politics, societies, economies and cultures of Southeastern Europe. The focus of research is on of the workings and shortcomings of democracy, regime transition, European integration, conflict, and geopolitics.

Job description

The research assistant will support the Director of the Southeastern Europe research area.

Main tasks will include:

- Assisting in the day-to-day management of the programme, including literature review, reporting and proposal writing;
- Producing short texts and reports;
- Managing website content;
- Coordinating event organisation and communication;
- Liaising with EUI-based and external collaborators;
- Coordinating the publication process, including proofreading, copy-editing, formatting and submitting to the EUI Research Repository (CADMUS).

Qualifications and experience

Qualifications and Experience

Essential:

- MA (or equivalent according to EHEA) in Political Science, International Relations, or a related discipline with a focus on comparative research;
- Proven knowledge of politics, history, and culture in Southeastern Europe;
- Demonstrated experience with drafting short texts, blogs, text editing and formatting;
- Excellent organisational and communication skills acquired through previous experience.

Desirable:

- Proven experience with website content management.

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| Languages | Excellent knowledge of English, both spoken and written (CEFR level: C1 or above). Knowledge of one or more Southeast European languages constitutes an advantage. |
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How to apply

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| Deadline | The closing date for applications is 07 May 2024 at midnight (Florence time) |
| Contact details | For more information contact Joanna Wielgo (joanna.wielgo@eui.eu) |
| How to apply | Fill in the online application form and upload documents as requested |

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.