



The EUI has an open vacancy for a

Project Assistant in the School of Transnational Governance

Florence, 13 February 2024

Reference: V/PA/STG/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 Florence School of Transnational Governance](#) (STG) of the EUI was founded in 2017 and trains tomorrow's leaders on the concepts, methods and practices of governance beyond the state. It offers policy leader fellowships, executive training, policy dialogues, a Master's programme in transnational governance and hosts the team managing the Global Executive Master (GEM)

Employment details

Contract type	Full-time (30/30, 40 hours/week)
Length of contract	12 months, start date 1 May 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 Director	EUI Dean of Executive Education Prof. Georgios Papakonstantinou
Project details	The EUI Global Executive Master is an executive master programme, offered in part-time and blended (online and in person) format over a period of two years. It has been designed addressing policy professional working in the private and in the public sector, as well as civil society servants and media professionals. Its curriculum comprises four compulsory core modules, a set of elective modules (of those, five are mandatory) and a set of compulsory professional development modules, three study visits and the elaboration of a final capstone project.
Job description	<p>The Project Assistant will provide organisational and logistic support to the Director of the project. Main tasks include:</p> <ul style="list-style-type: none">• Assisting the GEM team with the overall implementation of the programme's modules (e.g. assisting with the syllabi development, providing support with scheduling modules and programme's activities, conducting some background research, setting up the virtual learning environment in Brightspace);• Assisting the team by providing administrative support (e.g. collecting and analysing data on the quality of the programme and modules, contracting the external trainers, etc.);• Providing horizontal support to the team as needed for the design and implementation of modules, both online and in residence (hosting online training sessions, reviewing training materials and documents, good customer service on site with participants).

Qualifications and experience

Qualifications and Experience

Essential:

- BA (or equivalent according to EHEA) in social and political sciences, international relations, European studies or related field;
- Proven international professional or educational experience (such as Erasmus programmes or internships/jobs in international organisations or bodies);
- Good knowledge of tools relevant for trainings such as Brightspace (or similar), Qualtrics, acquired through previous experience;
- Proven knowledge of MS Office tools (Excel, Outlook, Word).

Desirable:

- MA (or equivalent according to EHEA) in social and political sciences, international relations, European studies or related field;
- Proven knowledge of executive education and training programmes, including course design and structure as well as course implementation;
- Demonstrated customer service skills and experience with executives.

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 **01 March 2024** at midnight (Florence time)

Contact details

For more information contact Peter Ivanov (peter.ivanov@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.