



The EUI has an open vacancy for a

## Project Assistant in the

# Development and External Relations Service

Florence, 21 November 2024

Reference: V/PA/DEXT/2/2024

### 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 [Development and External Relations Service](#) provides strategic support to EUI management and stakeholders by aligning institutional goals with broader societal needs.

The areas covered by the DEXT service include strategy and development; research support, under the authority of the Dean of Research; corporate and private strategic fundraising; external relations and alliances; engagement with the private, corporate and non-profit sectors; and alumni relations.

The DEXT service contributes to the relations with Member States and High Council delegation and promotes the visibility of the EUI in the Member States and beyond.

### Employment details

<b>Contract type</b>	Full-time (30/30, 40 hours/week)
<b>Length of contract</b>	12 months. Start date 01/03/2025.  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.
<b>Salary indication and grade</b>	Grade: ASTAC1b step 1 The basic net monthly salary after taxes is approximately 2.970 Euro, plus

allowances if applicable.

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

Place of work

Florence, Italy

## About the project

Project Director

Professor Giacomo Calzolari, Dean of Research

Project details

The [EUI Widening Europe Programme](#) was launched in December 2023 and it aims at building a bridge between the EUI and national higher education institutions in targeted Widening countries by offering shared activities for early stage researchers, fellows, senior academics, and administrative staff. As a uniquely European university, the EUI is part of the effort in closing the knowledge gap across Europe and is determined to play a leading role in especially strengthening internationalisation, competitiveness, and quality in research in the [targeted Widening countries](#), thus fostering a more cohesive European Higher Education Area and European Research Area.

Job description

The Project Assistant will provide organisational and logistic support to the management of research projects and research related activities under the EUI Widening Europe Programme.

Main tasks include:

- Supporting the proper implementation of research related activities both at the EUI and in the universities based in the EUI Widening Europe Programme targeted countries;
- Acting as the link between scholars, researchers, partner universities in the region and the EUI administrative and academic community;
- Managing and reporting quantitative and qualitative data related to research activities outcome;
- Reporting to the Dean of Research on research projects' advancement;
- Supporting the EUI research communication team in disseminating results of research projects;
- Providing assistance to the EUI Widening Europe Programme coordinator.

## Qualifications and experience

Qualifications and Experience

**Essential:**

- Master's Degree (or equivalent according to EHEA) in social sciences and humanities, data sciences or a related field
- Demonstrated experience in conducting research and benchmarking exercises on topical issues, particularly related to key performance indicators.

- Proven experience in coordinating, monitoring, following-inputting centralised data for research projects related activities;
- Proven experience in implementing and reporting on technical and financial aspect of research projects;
- Demonstrated experience in working collaboratively with colleagues and external partners;
- Proven excellent written and verbal communication skills and ability to convey complex information clearly to diverse audiences acquired through previous experience.

**Desirable:**

- Two years of demonstrated work experience in a research oriented Higher Education Institution;
- Proven experience in managing European Commission research project;
- Demonstrated analytical skills in data management and reporting acquired through previous experience;
- Proven experience in working on various tasks in a dynamic 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 **06 December 2024** at midnight (Florence time)

**Contact details**

For more information contact [dext@eui.eu](mailto:dext@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.