

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 [Research Support](#) area of the Development and External Relations Service (DEXT) of the [European University Institute \(EUI\)](#), is looking for a trainee for a period of 12 months.

The Research Support team, which is part of the DEXT Service, coordinates, systematises and broadens high-quality research support for EUI academic units, faculty and researchers, under the academic authority of the Dean of Research. It brings together different types of expertise to support research activities, from the planning and grant seeking phase to collaboration across campus, to the reporting and dissemination of research results.

The Development and External Relations (DEXT) 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; alumni relations. The DEXT service contributes to the external relations with Member States and High Council delegation and promotes the visibility of the EUI in the Member States and beyond.

The trainee, under the supervision of EUI staff members, will support and contribute to the work of the Unit and will be assigned the following tasks:

- Assisting with the organisation of seminars, conferences and workshops;
- Supporting with the update of webpages and mailing lists;
- Providing support in administering functional mailboxes and calendars, booking appointments, and setting up meetings;
- Assisting with the collection of supporting documentation and information for audits, as well as with general administrative tasks, including document archiving;
- Contributing to the preparation of financial reports and costs statements for externally funded projects.

The trainee will be further assisting in data collection for the EU Pillar Assessment exercise, and with the organisation of activities involving the Research Support team in the framework of the EUI Widening Europe programme.

The trainee may be assigned to other tasks and involved in other projects depending on the trainee's profile.

Type and Duration

- 12 months
- Full time (Monday to Friday; 8 hours/day)
- Foreseen start of the traineeship: **1 February 2025**
(a reserve list will also be set up to fill future open positions)

Conditions for Eligibility

Candidates must:

- Be nationals of a European Union member state, or of a candidate country which benefits 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.10/2022](#), 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 under the Annex.
- 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](#).

Qualifications and experience requirements

Essential:

- Demonstrated knowledge of English, both written and spoken (CEFR level: B2 or above);
- Proven experience in using the MS package: Word, PowerPoint, Adobe Acrobat, Excel and Outlook;
- Proven ability to take responsibility for specific areas of work, ensuring that the deadlines are met;

Advantageous:

- University degree in the field of social sciences and/or professional experience in the field of financial administration or similar;
- Demonstrated knowledge of SAP and/or other financial management tools;
- Previous proven experience in event organisation and/or in the field of higher education (including EU-funded research projects);
- Proven knowledge of any additional EU languages.

Benefits

- Maintenance grant of **€1,420 per month** (as from 1st July 2024);
- A discount of 40% for one lunch per day at the EUI canteen;
- Reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship (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 the [Extracurricular Activities](#) and the [Public Seminars and Workshops](#).
- 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;

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: 17 November 2024 at 23:59 CEST.

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

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

For more information on traineeships at the EUI visit the [webpage](#).

Development and External Relations Service

European University Institute