

## VACANCY NOTICE V/AD/ACS\_MWP/2/2023

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list for the posts of

### **Teaching and Learning Officers** in the following units:

- Max Weber Programme
- Academic Service

**(Contract agent posts, type 3a, FGIV<sup>1</sup>)**

The **European University Institute (EUI)** seeks a

### **Teaching and Learning Officer**

for its Max Weber Programme for Postdoctoral Studies (MWP) and its Academic Service.

The **Teaching and Learning Officer** in the MWP will coordinate, develop and partly deliver the MWP's academic programme.

The **Teaching and Learning Officer** in the Academic Service will be responsible for the academic skills and professional development of early-career researchers and students, including through non-disciplinary workshops and coaching sessions.

*Applicants are encouraged to apply for **either or both** positions based on their qualifications, experience and interest.*

## Who We Are

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 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.

More on our Institution: <https://www.eui.eu/About>



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<sup>1</sup> Cf. Annex II

## Our Units

The [Max Weber Programme \(MWP\)](#) for post-doctoral studies was established in 2006 and is the largest of its kind in Europe, bringing together more than 60 fellows from across the world working in the social and historical sciences. It offers fellows not only the resources to research and publish but also helps them develop the skills needed to become part of the global academic community. The two key features of the MWP are: the multidisciplinary research activities, such as the Interdisciplinary Research Clusters, the Max Weber Lectures and the multidisciplinary workshops; and the academic practice activities, such as the Teaching Certificate, the sessions on publishing an article or a book, media training, and the language support offered for speaking and writing in academic English.



The [Academic Service](#) is in charge of providing support, including monitoring and assessment, to the EUI's research and teaching activities. The Academic Service oversees and supports the application, selection, and admission processes of master students, early career researchers (i.e. doctoral and postdoctoral fellows), fellows, and professors.

The Academic Service collaborates with national and international funding authorities and academic and research institutions in the world.

The Academic Service follows and administers the progress of all academic degree programmes at the EUI (Master, Ph.D., postdoctoral) in close collaboration with the EUI academic units, the Dean of Graduate Studies, and the Dean of Postdoctoral Studies (i.e. the Director of the Max Weber Programme).

It offers a wide range of academic skills and professional development courses and career advice to early career researchers; offers language courses; counselling and wellbeing services and supports a wide range of extracurricular activities.

## Your Key Responsibilities

### Teaching and Learning Officer (MWP)

The Max Weber Programme for Postdoctoral Studies (MWP), is seeking to recruit a **Teaching and Learning Officer** to coordinate and develop its academic programme.

Reporting directly to the MWP Director, the successful candidate will coordinate the delivery, development and organization of the teaching module and other academic training activities, liaise with the fellows and their mentors and contribute to developing the fellows' academic skills, act as a contact person to academic career queries and issues relating to the programme, and advise and coach the fellows through the job market, monitoring their progress.

The main duties may include the following:

#### *Level of Expertise*

- Acting as subject-area expert in the field of academic development for Early-Stage Researchers, including developing teaching and other academic skills and coaching in academic job search;
- Acting as reference person for academic and professional development in the social sciences and for academic career structures.

### ***Role in administrative processes***

- Being responsible for the overall organisation and development of the MWPs Academic Programme, and for the delivery, development and coordination of the MWPs Teaching Module;
- Acting as a contact person to academic career queries and issues relating to the Programme's academic activities;
- Coordinating the Academic Careers Observatory;
- Contributing to the Programme's overall activities by providing regular administrative and logistical support;
- Being responsible for liaising with the fellows and their mentors to develop their academic skills, and coaching the Max Weber Fellows in their job search, monitoring their progress;
- Organizing the committee meetings of the stakeholders and expert groups;
- Contributing to the management of the selection of fellows.

### ***Representation/Communication***

- Representing the MWP internally and externally: organising meetings with stakeholders, attending internal and external meetings upon request by the management, presenting the MWP Academic Programme at the EUI and externally, participating in workshops and conferences;
- Developing networks and creating partnerships with key universities in Social Sciences and Humanities; Conducting negotiations with universities and other stakeholders;
- Being responsible for the identification of and communication with internal and external collaborators, and acting as a first point of contact.

### ***Policy/Strategy Making***

- Contributing to the further development and implementation of the strategy for the academic and professional development of the Max Weber Fellows;
- Providing regular insights, feedback, statistics & data on this strategy as part of the strategic objectives of the EUI, and contributing to the preparation and follow up of periodical reporting and data analysis;
- Contributing to the further development of the Academic Careers Observatory, including by providing analysis of academic careers in collaboration with the Director, staff and collaborators.

### ***Level of autonomy and accountability***

- Possessing a high level of autonomy and reporting directly to the MWP Director.

### ***Managing people/Role in HR processes***

- Being responsible for the identification, selection, supervision and assessment of external collaborators;
- Contributing to staff recruitment, when relevant.

### ***Finance and procurement responsibility***

- Supporting procurement processes and drafting contracts and agreements;
- Taking part in tender procedures by preparing calls and participating in evaluation committees for these tenders.

### ***Budget management***

- Contributing to planning the budget of the programme, in particular for the activities that fall under the position's responsibilities;
- Preparing and verifying budget estimates and monitoring budget expenses for the activities managed.

<b>Teaching and Learning Officer (Academic Service)</b>
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The **Teaching and Learning Officer** will be responsible for the academic skills and professional development of early-career researchers and students, including through non-disciplinary workshops and coaching sessions.

The successful candidate will take account of the needs and expectations of the scholarly community, and liaise with EUI services and academic programmes.

Reporting to the Director of the Academic Service, the Teaching and Learning Officer will play a key role in shaping an EUI programme for the capacity building of Early-Stage Researchers in Central and Eastern Europe, in the Western Balkans, and in Ukraine and Moldavia.

The main duties may include the following:

### ***Level of Expertise***

- Acting as subject-area expert in the field of academic development for Early-Stage Researchers, including developing teaching and other academic skills and coaching in academic job search;
- Acting as reference person for academic and professional development in the social sciences and for academic career structures.

### ***Role in administrative processes***

- Developing and coordinating the academic and professional development programmes for early-career researchers, and managing its day-to-day implementation;
- Developing and managing the skills programmes destined for non-EUI Early-Stage Researchers in the "widening countries";
- Acting as the reference person for all questions related to teaching and learning, and for all activities related to the academic and professional development of Early-Stage Researchers;
- Ensuring close liaison and collaboration with the academic departments and programmes and with the office of the EUI's Dean of Graduate Studies.

### ***Representation/Communication***

- Representing the Academic Service internally and externally: organising meetings with stakeholders, attending internal and external meetings upon request by the management, presenting the Early-Stage Researchers skills training offer at the EUI and externally, participating in workshops and conferences;
- Developing networks and creating partnerships with key universities in Social Sciences and Humanities;
- Conducting negotiations with universities and other stakeholders with a focus on the "widening countries";
- Being responsible for the identification of and communication with internal and external collaborators, and acting as a first point of contact.

### ***Policy/Strategy Making***

- Contributing to the further development and implementation of the strategy for the academic and professional development of the EUI Researchers and Fellows;
- Providing regularly insights, feedback, statistics & data on this strategy as part of the strategic objectives of the EUI.

### ***Level of autonomy and accountability***

- Possessing a high level of autonomy and reporting to the Director of the Academic Service.

### ***Managing people/Role in HR processes***

- Being responsible for the identification, selection, supervision and assessment of external collaborators;
- Contributing to staff recruitment, when relevant.

### ***Finance and procurement responsibility***

- Supporting procurement processes and drafting contracts and agreements;
- Taking part in tender procedures by preparing calls and participating in evaluation committees for these tenders.

### ***Budget management***

- Contributing to planning the budget of the programme, in particular for the activities that fall under the position's responsibilities;
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## **Your Key Competencies**

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies specific to the **role** include the following:

- Initiative
- Creativity and innovation
- Stakeholder orientation
- Coaching skills
- Project and Task management
- Negotiation skills

The competencies mentioned above may be assessed at the written test and/or interview stage.

Read more on [EUI Competency Framework](#)

## What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and administrative staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, and to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Language courses and soft skills training opportunities;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.



Read more on [Work and Life of EUI Support Staff](#).

## How To Apply

Applications must be submitted electronically using the **online application form** available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

**CLOSING DATE FOR APPLICATIONS: Monday 11 September 2023 at 23:59 CEST**

**Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.**

## **ELIGIBILITY CRITERIA**

**On the closing date for online applications, you must fulfil all the following general and specific conditions:**

### **1. General conditions**

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question their suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties<sup>2</sup>.

### **2. Specific conditions**

#### **2.1 Education (Qualifications)**

- A level of education that corresponds to completed university studies of at least three years attested by a diploma<sup>3</sup>.

#### **2.2. Knowledge of Languages<sup>4</sup>**

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

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<sup>2</sup> As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants

<sup>3</sup> Only diplomas and certificates that have been awarded in EU Member States, or that are the subject of equivalence certificates issued by authorities in the Member States by the deadline for applications, shall be taken into consideration. If your diploma was issued outside the EU, please indicate in your application that you hold an equivalence certificate; otherwise, your application will be deemed ineligible.

<sup>4</sup> Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

## SELECTION CRITERIA

Applications that fulfil the above eligibility criteria will be assessed against the following requirements:

### **ESSENTIAL**

- ❖ **University degree** in the Social Sciences and Humanities or similar (e.g. educational science/pedagogy);
- ❖ A minimum of **five years** of proven **relevant experience** in higher education, such as teaching, teaching coordination, research capacity building coordination, delivering courses on teaching and learning in higher education, supervising and mentoring students, and/or other engagement with Early Stage Researchers;
- ❖ Proven knowledge of **innovative teaching and learning methods and skills**, of **academic career structures** in the social sciences and humanities, **and** of **trends and practices in higher education**;
- ❖ Excellent knowledge of **English**, both spoken and written (CEFR level: C1 or above), and demonstrated ability to communicate effectively both orally and in writing.

### **ADVANTAGEOUS**

- ❖ **Doctoral degree** in the social sciences and humanities, or related fields;
- ❖ Proven knowledge of **academic publishing** in the social sciences and humanities;
- ❖ Proven experience in **collaborating with academic partners** within networks or joint academic projects.

Candidates invited to the test and interview phase may also be assessed against the **competencies** listed under the “Your key competencies” section on page 3.