

## VACANCY NOTICE V/AD/ICT/1/2023

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 post of

### **Coordinator of the eLearning and Digital Collaboration Tools and Technologies in the ICT Service** **(Contract agent post, type 3a, FGIV<sup>1</sup>)**

The [European University Institute \(EUI\)](https://www.eui.eu) seeks an outstanding and highly motivated individual to support the EUI's Digital Strategy objectives and provide service to the academic community in the fields of digital teaching and learning, research and academic software. The successful candidate shall coordinate and support the use of eLearning and collaborative digital tools and technologies across the Institute.

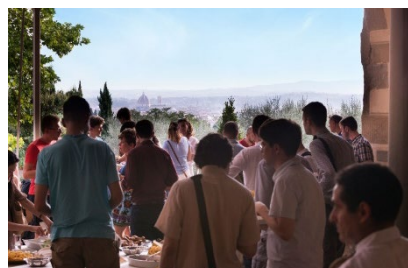
#### Who We Are

The [European University Institute \(EUI\)](https://www.eui.eu) 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>



#### Our Unit



The mission of the [\*\*Information and Communication Technology Service\*\*](#) (ICT Service) is to provide digital services, technologies and tools to support the work and activities of the EUI. It is committed to delivering quality customer service and digital solutions to the academic and administrative areas of the EUI community.

The ICT Service provides digital services and support to ensure that all EUI users have access to information via a system that is reliable, fast, campus-wide and fully integrated with the external information world; ensures that EUI staff and researchers are able to maximise their

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

use of the available digital tools; and develops and implements the digital resources required (tools, services, infrastructure, staff, & services) to achieve the strategic goals and objectives of the EUI.

### **Your Key Responsibilities**

The EUI is looking for a **Coordinator of the eLearning and Digital Collaboration Tools and Technologies** to oversee the use of eLearning and collaborative digital technologies across the Institute and support the academic community in the areas of digitally enabled research and academic teaching and learning.

The main duties may include the following:

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

- Acting as subject matter expert in the areas of eLearning and collaborative digital technologies;
- Acting as the digital champion for the academic community with respect to digital technologies, tools, services and systems; supporting all academic software, such as Brightspace, Qualtrics, TurnItIn, FutureLearn, MS Teams and Zoom;
- Providing advice on the pedagogical and didactical implementation of eLearning strategies in the various educational offers of the EUI at large.

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

- Coaching the academic community in the areas of eLearning, collaborative digital technologies and tools.

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

- Managing of the Institute's digital eLearning infrastructure on a daily basis;
- Interacting with the Infrastructure Team and Audio/Visual coordinator to deliver consistent service to academics, instructors and presenters for in-person and hybrid teaching and training.

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

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

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

- Representing the ICT service internally and externally;
- Conducting negotiations with external stakeholders (e.g. software, hardware and audio/visual suppliers);
- Identifying, implementing and disseminating best practices for digital teaching and learning and acting as coordinator for the broader EUI's Learning Management System user group;
- Creating and facilitating user groups to further cooperation and coordination of digital academic initiatives, projects, trainings, tools and technologies.

### *Policy/Strategy Making*

- Contributing to the evolution of the ICT Service strategy, its vision, mission and objectives by providing regularly insights and input to the Digital Strategy.

### *Finance and procurement responsibility*

- Supporting financial and procurement processes within the ICT Service;
- Drafting contracts and/or project agreements, preparing calls for tenders.

### *Budget management*

- Contributing to the budget management of the service by providing budget estimates.



### **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 **role** include the following:

- Stakeholder orientation
- Creativity and innovation
- Technological awareness
- Change Management
- Strategic Thinking
- Quality Assurance

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: 13/03/2023 at 23:59 CET**

**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***

- At least two years of professional experience in a similar role;
- Demonstrated thorough knowledge of innovative teaching and learning methods and skills, acquired at a higher education institution and/or in an international research environment, and good knowledge of trends and practices in higher education;
- Proven experience with relevant software applications/platforms, in particular with:
  - The management of a Learning Management System (LMS) / Virtual Learning Environment (VLE);
  - Digital collaboration tools and technologies;
  - The management of a specialized academic software, e.g. survey, anti-plagiarism, statistics, academic authoring (LaTeX), MOOCs;
- Demonstrated ability to communicate effectively both orally and in writing, and experience in liaising with people at all levels;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

### ***Advantageous***

- University degree in an area relevant to Education and Technology, Social Sciences and Humanities or similar, e.g. educational science/pedagogy.

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.