<table>
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<th><strong>TRAINEESHIP INFORMATION</strong></th>
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<tr>
<td><strong>Department/Office</strong></td>
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<td><strong>Responsible person for this placement</strong></td>
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<td><strong>Contact e-mail</strong></td>
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| **Description of activities** | • Assisting the staff of the E.I.H. with administrative tasks  
• Research the best practices for the Incoming Office among the universities around the world in order to improve the service  
• Research possible partner around the world in order to establish new bilateral agreements  
• Provide support for the events organized by I.O., such as the Welcome Day, Help for Erasmus First Meeting Day, informative sessions about all the activities of University of Parma |
| **Working language**        | Italian, English, Spanish, French |
| **Location**                | Erasmus and International Home, Piazzale San Francesco, 3 – 43121 Parma |
| **Duration (2 months minimum)** | 2 months minimum- 12 months maximum only if an extension is possible |
| **Working hours / week**    | Timetable to be agreed accordingly |
**Accommodation**
The Welcome Office supports students in finding accommodation in Parma

Servizio Accoglienza/Welcome Office  
Università di Parma  
Vicolo Grossardi 4  
43125 Parma – Italy  
e-mail welcome@unipr.it  
phone: 0039 0521 904150 / 904632

**Internship grant**
No financial contribution. Students must apply for an Erasmus Grant at their home institution/country.

### COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS

**Competences required**
Italian (A2 level CEFR) and English (B2 level CEFR), all the other languages are considered a plus

Good knowledge of Microsoft Office pack

Proactiveness, responsibility and efficiency are desired.

**Degree (Master, PhD, Post Doc)**
Undergraduate or postgraduate student

### DOCUMENTS REQUIRED
Interested students must send by email asap, the following documentation:

- Presentation letter X
- Curriculum Vitae X
- Academic certificates X

**Additional notes**