

<b>TRAINEESHIP INFORMATION</b>	
<b>Department/Office</b>	U.O. INTERNAZIONALIZZAZIONE ERASMUS AND INTERNATIONAL HOME
<b>Responsible persons for this placement</b>	Alessandro Bernazzoli
<b>Contact e-mail</b>	<a href="mailto:internship@unipr.it">internship@unipr.it</a>
<b>Description of activities</b>	<ul style="list-style-type: none"> <li>• Assisting the staff of the E.I.H. with administrative tasks</li> <li>• Research the best practices for the Incoming Office among the universities around the world in order to improve the service</li> <li>• Research possible partner around the world in order to establish new bilateral agreements</li> <li>• 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</li> </ul>
<b>Working language</b>	Italian, English, Spanish, French
<b>Location</b>	Erasmus and International Home, piazzale San Francesco,3 – 43121 Parma
<b>Number of available placements</b>	4
<b>Duration (2 months minimum)</b>	2 months minimum- 12 months maximum only if an extension is possible
<b>Working hours / week</b>	Timetable to be agreed accordingly

**PERIOD: any period**

Università di Parma

<b>Period</b>	any period	
<b>Accommodation</b>	<p>The office supports students in finding accommodation in Parma</p> <p>U.O. Accoglienza e Orientamento                  Università di Parma                  Vicolo Grossardi 4                  43125 Parma – Italy</p> <p>e-mail <a href="mailto:welcome@unipr.it">welcome@unipr.it</a>                  phone: 0039 0521 904150 / 904632</p>	
<b>Internship grant</b>	No financial contribution. Students must apply for an Erasmus Grant at their home institution/country.	
<b>COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS</b>		
<b>Competences required</b>	<p>Italian (A2 level CEFR), English (B2 level CEFR), all the other languages are considered a plus</p> <p>Good knowledge of Microsoft Office pack</p> <p>Pro-activity, accuracy, sense of responsibility and efficiency are highly recommended</p>	
<b>Degree (Master, PhD, Post Doc)</b>	Undergraduate or postgraduate student	
<b>DOCUMENTS REQUIRED</b>		
Interested students must send by email asap, the following documentation:		
<b>Presentation letter X</b>	<b>Curriculum Vitae X</b>	<b>Academic certificates X</b>
<b>Additional notes</b>		
<b>PLEASE MENTION THE TRAINEESHIP NUMBER WHEN YOU APPLY</b>		