

PERIOD: any period

Università di Parma

<b>TRAINEESHIP INFORMATION</b>	
<b>Department/Office</b>	Front Office (F.O.) c/o Servizio Specialistico per la Didattica – Dipartimento di Scienze Economiche e Aziendali
<b>Contact persons for this placement</b>	TIZIANA INCERTI VALLI
<b>Contact e-mail</b>	<a href="mailto:internship@unipr.it">internship@unipr.it</a>
<b>Description of activities</b>	<p>The trainee will participate in the daily activities of the F.O. He will be involved in different activities and procedures:</p> <ul style="list-style-type: none"><li>- Assisting the staff of the F.O. with communication tasks</li><li>- Students assistantship during events such as the "Student Lounge", "Open Day" and "Lesson 0"</li><li>- Providing students basic support in the provision of optional training and activities (internships / traineeships, seminars, exams, elective courses, workshops)</li><li>- Information support to international students by resolving questions or concerns about didactical issues (curriculum provision, learning path, training provision)</li></ul>
<b>Working language</b>	English and Italian
<b>Location</b>	Dipartimento di Scienze Economiche e Aziendali Via J. Kennedy, 6, 43125 PARMA
<b>Number of available placements</b>	1

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<b>Duration (2 months minimum-12 months maximum)</b>	4 months minimum- 12 months maximum only if an extension is possible
<b>Working hours / week</b>	Timetable to be agreed accordingly
<b>Period</b>	Any period
<b>Accommodation</b>	The office supports students in finding accommodation in Parma  U.O. Accoglienza e Orientamento Università di Parma Vicolo Grossardi 4 43125 Parma – Italy  e-mail <a href="mailto:welcome@unipr.it">welcome@unipr.it</a> phone: 0039 0521 904150 / 904632
<b>Internship grant</b>	No financial contribution. Students must apply for a Grant at their home institution/country.

## **COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS**

<b>Competences required</b>	Italian (B1 level CEFR), English (B2/C1 level CEFR), all the other languages are considered a plus, especially French.  Good knowledge of Microsoft Office pack  Pro-activity, accuracy, sense of responsibility and efficiency are highly recommended
<b>Degree (Master, PhD, Post Doc)</b>	Economics undergraduate or postgraduate students

## **DOCUMENTS REQUIRED**

**Interested students must send by email asap, the following documentation:**

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**T14026-TRAINEESHIP AT FRONT OFFICE – DIPARTIMENTO DI SCIENZE ECONOMICHE E AZIENDALI**

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<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>		