

PERIOD: any period

Università di Parma

TRAINEESHIP INFORMATION	
Department/Office	Front Office (F.O.) c/o Servizio Specialistico per la Didattica – Dipartimento di Scienze Economiche e Aziendali
Contact persons for this placement	TIZIANA INCERTI VALLI
Contact e-mail	internship@unipr.it
Description of activities	<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">- Assisting the staff of the F.O. with communication tasks- Students assistantship during events such as the "Student Lounge", "Open Day" and "Lesson 0"- Providing students basic support in the provision of optional training and activities (internships / traineeships, seminars, exams, elective courses, workshops)- Information support to international students by resolving questions or concerns about didactical issues (curriculum provision, learning path, training provision)
Working language	English and Italian
Location	Dipartimento di Scienze Economiche e Aziendali Via J. Kennedy, 6, 43125 PARMA
Number of available placements	1

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Duration (2 months minimum-12 months maximum)	4 months minimum- 12 months maximum only if an extension is possible
Working hours / week	Timetable to be agreed accordingly
Period	Any period
Accommodation	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 welcome@unipr.it phone: 0039 0521 904150 / 904632
Internship grant	No financial contribution. Students must apply for a Grant at their home institution/country.

COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS

Competences required	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
Degree (Master, PhD, Post Doc)	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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Presentation letter X	Curriculum Vitae X	Academic certificates X
Additional notes		
PLEASE MENTION THE TRAINEESHIP NUMBER WHEN YOU APPLY		