UNIVERSITÀ DI PARMA

TRAINEESHIP INFORMATION	
Department/Office	U.O. INTERNAZIONALIZZAZIONE ERASMUS AND INTERNATIONAL HOME
Responsible person for this placement	Alessandro Bernazzoli
Contact e-mail	internship@unipr.it
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		