



TRAINEESHIP INFORMATION	
Department/Office	Front Office (F.O.) c/o Servizio Specialistico per la Didattica – Dipartimento di Scienze Economiche e Aziendali
Contact person 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. They 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
Duration (2 months minimum- 12 months maximum)	4 months minimum- 12 months maximum only if an extension is possible



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

Working hours / week	Timetable to be agreed accordingly	
Accommodation	<p>The Welcome Office supports students in finding accommodation in Parma</p> <p>Servizio Accoglienza/Welcome Office Università di Parma Vicolo Grossardi 4 43125 Parma – Italy</p> <p>e-mail welcome@unipr.it phone: 0039 0521 904150 / 904632</p>	
Internship grant	No financial contribution. Students must apply for a Grant at their home institution/country.	
COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS		
Competences required	<p>Italian (B1 level CEFR), English (B2/C1 level CEFR), all the other languages are considered a plus, especially French.</p> <p>Good knowledge of Microsoft Office pack</p> <p>Proactiveness, responsibility and efficiency are desired.</p>	
Degree (Master, PhD, Post Doc)	Economics undergraduate or postgraduate students	
DOCUMENTS REQUIRED		
Interested students must send by email asap, the following documentation:		
Presentation letter X	Curriculum Vitae X	Academic certificates X
Additional notes		