

TRAINEESHIP INFORMATION	
Department/Office	ERASMUS AND INTERNATIONAL HOME Scambi Didattici Internazionali e Accoglienza Docenti e Studenti Stranieri
Contact persons for this placement	Tiziana Cordaro
Direct phone and mail	tiziana.cordaro@unipr.it 0039-0521 904150 internship@unipr.it
Description of activities	<ul style="list-style-type: none"> • Assisting the staff of the IMO 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 – Parma
Number of available placements	4
Duration (2 months minimum)	2 months minimum- 12 months maximum only if an extension is possible

Working hours / week	5 days per week (25 hours per week). Timetable to be agreed accordingly	
Period	any period till December 2015	
Accommodation	The office supports students in finding accommodation in Parma International Office – Via Università, 12 – 43121 Parma e-mail tiziana.cordaro@unipr.it	
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), English (B2 level CEFR), all the other languages are considered a plus Good knowledge of Microsoft Office pack Pro-activity, accuracy, sense of responsibility and efficiency are highly recommended	
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		