

TRAINEESHIP INFORMATION	
Department/Office	SERVIZIO ORIENTAMENTO POST LAUREA – CAREER SERVICE
Contact persons for this placement	DORETTA FAVA
Direct phone and mail	doretta.fava@unipr.it 0039 0521 034022 internship@unipr.it
Description of activities	International Relationship with foreign companies for placements Candidates selection for placements Students assistantship for European C.V., cover letter, video nomination and job profile
Working language	English, Italian (B1 CEFR min.) and French optional
Location	SERVIZIO ORIENTAMENTO POST LAUREA – CAREER SERVICE Vicolo Grossardi n. 4 – 40125 Parma
Number of available placements	1
Duration (2 months minimum-12 months maximum)	3 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 a Grant at their home institution/country.	
COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS		
Competences required	Italian (A2 level CEF), English (C1 level CEF), 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)	Undergraduate or postgraduate student	
DOCUMENTS REQUIRED		
Interested students must send by email asap, the following documentation:		
Cover letter X	Curriculum Vitae X	Academic certificates X
Additional notes		