

<b>TRAINEESHIP INFORMATION</b>	
<b>Department/Office</b>	LANGUAGE CENTRE (LC) – SETTORE ABILITA' LINGUISTICHE
<b>Contact persons for this placement</b>	DANIELA FORAPANI
<b>Direct phone and mail</b>	<u><a href="mailto:DANIELA.FORAPANI@UNIPR.IT">DANIELA.FORAPANI@UNIPR.IT</a></u> phone. +39+0521+905391/5578 <u><a href="mailto:internship@unipr.it">internship@unipr.it</a></u>
<b>Description of activities</b>	<ul style="list-style-type: none"><li>• Assisting the staff of the LC with administrative tasks</li><li>• Language support in the Lab (autonomous learning Programme)</li><li>• Exam invigilation</li><li>• Language courses (conversation)</li></ul>
<b>Working language</b>	Italian, English
<b>Location</b>	Viale delle Scienze 43/a <u><a href="http://www.cla.unipr.it/cla/standardpage.asp?subPage=true&amp;ID=69">http://www.cla.unipr.it/cla/standardpage.asp?subPage=true&amp;ID=69</a></u>
<b>Number of available placements</b>	1
<b>Duration (2 months minimum)</b>	2 months minimum - 12 months maximum only if an extension is possible
<b>Working hours / week</b>	5 days per week (25-40 hours per week). Timetable to be agreed accordingly
<b>Period</b>	Any period till December 2015

<b>Accommodation</b>	The office supports students in finding accommodation in Parma International Office – Via Università, 12 – 43121 Parma e-mail <a href="mailto:tiziana.cordaro@unipr.it">tiziana.cordaro@unipr.it</a> <a href="http://www.easystanza.it">www.easystanza.it</a>	
<b>Internship grant</b>	No financial contribution. Students must apply for an Erasmus Grant at their home institution/country.	
<b>COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS</b>		
<b>Competences required</b>	English mother tongue and Italian B2 all the other languages are considered a plus Good command of Microsoft Office pack Pro-activity, accuracy, sense of responsibility and efficiency are highly recommended	
<b>Degree (Master, PhD, Post Doc)</b>	Postgraduate student	
<b>DOCUMENTS REQUIRED</b>		
<b>Interested students must send by email asap, the following documentation:</b>		
<b>Presentation letter X</b>	<b>Curriculum Vitae X</b>	<b>Academic certificates X</b>
<b>Additional notes</b>		