

T14026-TRAINEESHIP AT FRONT OFFICE – DIPARTIMENTO DI ECONOMIA**PERIOD: 12 MONTHS (starting at any date)**

Università degli Studi di Parma

TRAINEESHIP INFORMATION	
Department/Office	Front Office (F.O.) c/o Servizio Specialistico per la Didattica - Dipartimento di Economia
Contact persons for this placement	MARIA ELISABETTA ANEDDA - BRUNA ROSSELLI
Direct phone and mail	Phone: +39 0521 032510 Email: mariaelisabetta.anedda@unipr.it Phone: +39 0521 032436 Email: bruna.rosselli@unipr.it internship@unipr.it
Description of activities	<p>The trainee will participate in the daily activities of the F.O. He 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

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Location	c/o Dipartimento di Economia Via J. Kennedy, 6, 43125 PARMA
Number of available placements	1
Duration (2 months minimum-12 months maximum)	12 months
Working hours / week	5 days per week (15 hours per week) Timetable to be agreed accordingly
Period	Any time of the year
Accommodation	The office supports students in finding accommodation in Parma Erasmus and International Home – P.le San Francesco, 3 – 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 (B1 level CEFR), English (B2 level CEFR), 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)	Economics undergraduate or postgraduate students

DOCUMENTS REQUIRED**Interested students must send by email asap, the following documentation:**

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Presentation letter X	Curriculum Vitae X	Academic certificates X
Additional notes		