

T14027-TRAINEESHIP AT UNITÀ DI COORDINAMENTO DIPARTIMENTALE (U.C.D.) - DIPARTIMENTO DI ECONOMIA

PERIOD: from January 2015

Università degli Studi di Parma

TRAINEESHIP INFORMATION	
Department/Office	UNITÀ DI COORDINAMENTO DIPARTIMENTALE (U.C.D.) Dipartimento di Economia
Contact persons for this placement	ANNA MAGNANI
Direct phone and mail	Phone: + 39 0521 032025 Email: anna.magnani@unipr.it internship@unipr.it
Description of activities	The trainee will participate in the daily activities of the U.C.D. Tasks assigned to the intern: <ul style="list-style-type: none">- Assisting the staff of the U.C.D. with administrative and communication tasks- Control and storage of administrative practices- Photocopying and delivery of accounting documents
Working language	English and Italian
Location	c/o Dipartimento di Economia, Via J. Kennedy 6, 43125 - Parma - Italy
Number of available placements	2
Duration (2 months minimum-12 months maximum)	4 months
Working hours / week	5 days per week (3 hours per week) Timetable to be agreed accordingly
Period	Any time of the year (not July and August)

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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 CEF), English (C1 level CEF), 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 students	
DOCUMENTS REQUIRED		
Interested students must send by email asap, the following documentation:		
Presentation letter X	Curriculum Vitae X	Academic certificates X
Additional notes		