

TRANEESHIP OFFER AT THE ERASMUS SPECIAL OFFICE

Information about the Hosting Organization	
Name	University of Calabria
Address	Via P. Bucci, Arcavacata di Rende (CS)-Italy
Postal Code	I 87036
E-Mail	socrates@unical.it ; fausto.porchia@unical.it
Website	www.unical.it ; www.unical.it/portale/ateneo/progetti/ects/

Traineeship Information	
Office/Functions	Erasmus Special Office (Student mobility service) / Administrative and mobility management assistant
Description of the Activities	<p>Student mobility services:</p> <ul style="list-style-type: none"> - administrative support of incoming and outgoing students; - informing incoming and outgoing students on applying procedures and helping them to organize their stay in Italy or abroad; - event management (welcome days, international week...); - other office administrative and management tasks
Duration	- 6 months : January 7, 2017 – June 30, 2017 - 4 months: January 7, 2017 – April 30, 2017
N° of positions available	2 for each period above specified
Conditions	30 Hours per week.
Help with finding accommodation	- Yes. Accommodation available on campus (traditional room to share: approximately 170 euros/month)
Dinner	Yes, in the University canteen at a cost of € 4,20

Requirements	
Skills and personal qualities	<ul style="list-style-type: none"> - Fluent in English and Italian, both written and spoken - Trainees must have student status during the internship and be enrolled in a University at Bachelor or Master level. They must be nominated by their home University. - Study-abroad experience desirable. - Very good interpersonal skills. - Proficiency in computer skills. - Creativity.
Required documents	Send a CV and a cover letter in Italian or English to socrates@unical.it ; fausto.porchia@unical.it
Application deadline	15 th December 2016