



Università degli Studi  
di Napoli Parthenope

# ERASMUS+ TRAINEESHIP OFFER

PROPOSED BY

Ufficio Servizi Internazionalizzazione e  
Comunicazione Linguistica



Erasmus+

AGENZIA  
NAZIONALE  
INDIRE



INDIRE  
ISTITUTO  
NAZIONALE  
DOCUMENTAZIONE  
INNOVAZIONE  
RICERCA EDUCATIVA

## EMPLOYER INFORMATION

<b>Name of Organization</b>	<b>Università degli Studi di Napoli Parthenope</b>
Contact Person	<b>VIRGINIA FORMISANO Head Officer</b>
Address	<b>Via Ammiraglio Ferdinando Acton, 38 Palazzina Moderna – ground floor, 80133 Napoli</b>
Tel	<b>+39081-547-5826</b>

## OFFICE JOB DESCRIPTION

<b>Name of the office</b>	<b>Ufficio Servizi Internazionalizzazione e Comunicazione Linguistica</b>
Duration	<b>Depends on the learning agreement and the contract to be made in advance by email</b>
Working Schedule	<b>From Monday to Friday - 7 hours by day</b>
Work description	<b>The office is responsible for promoting, guiding and assisting students/workers in procedures concerning study and work opportunities abroad through its partnerships with other university offices abroad in the framework of the Erasmus+ programme.</b>

## THE TRAINEE

### Tasks

- Communication activities of Erasmus+ activities through the use of social media and other platforms of communication;
- Organisation and management of events (e.g. Erasmus welcome day, Erasmus-i openday- etc.)
- Creation of audio and video materials to promote the activities of the office;
- Support for the management of Erasmus+ mobility as a buddy for groups of incoming students;
- Support and assistance in the implementation of EU projects at the University;
- Various other tasks could be added in addition.
- The possibility of organising courses in your language and culture for students and staff.

### Requirements

- Being B2 at least in those languages : English and Italian (another language is a plus)
- Be comfortable with communication in general and digital communication
- Know how to use basic office software such as Word, Powerpoint, excel etc...
- be creative and know how to use simple or professional photo and video editing software (canva, adobe, google,...)
- be flexible and able to organise yourself autonomously
- be able to work in a team and be sociable

## THE EXPERIENCE

- Strengthening of the Italian language;
- Learning how to work abroad;
- Use the professional knowledge acquired during your studies;
- Acquiring skills and competences in relation to professional communication in an international environment;
- Strengthening the mastery of soft skills and transversal competences;
- Improving awareness of diversity and inclusion;
- Improving knowledge of the professional world public sector;
- Improving multitask skills;
- And finally, working in a pleasant and sociable team in a wonderful sunny city.

# See you soon in our Team !

Marialaura, Virginia, Mariarita, Bryan (spring 2022 Trainee), Annunziata e Vincenza



## HOW TO APPLY

1. Send your CV and letter of motivation to the Head Officer **Virginia Formisano** via ticketing link.
2. Fill out and send us your traineeship learning agreement to complete the procedure.

**Ufficio Servizi Internazionalizzazione e Comunicazione Linguistica**



<https://internazionalelingue.uniparthenope.it/>



Ticketing : <https://supporto.uniparthenope.it/>



<https://www.facebook.com/USICL>