

## ERASMUS Placement Offer Form

<b>EMPLOYER INFORMATION</b>	
<b>Name of Organization</b>	Università di Macerata – International Office
<b>Address</b>	Via Pescheria Vecchia, 8
<b>Postal Code</b>	62100
<b>City</b>	Macerata
<b>Country</b>	Italy
<b>Contact Person</b>	Laura Concetti
<b>Department/Function</b>	International Office
<b>Telephone</b>	0039 0733 258 6040
<b>Fax</b>	0039 0733 258 6039
<b>Website E-mail</b>	cri@unimc.it
<b>Size of Enterprises (small, big, large)</b>	4 people
<b>Short Description of the Company</b>	We are a reference point for all the international students who wish to study at Macerata University and for the Italian students / graduates who wish to study or train abroad. We maintain the relationships with our foreign partner universities and manage international cooperation programmes. One of the main programs we manage for students is Erasmus plus, besides a number of exchange programmes outside Europe.
<b>Other</b>	

<b>PLACEMENT INFORMATION</b>	
<b>Number of positions offered for student Placement</b>	The application is ongoing; single applicants will be selected all year round on the basis of their CV.
<b>In the Department/Function (where the position is offered)</b>	International relations
<b>Description of activities the student will be involved in</b>	<ul style="list-style-type: none"> <li>- mainly administrative work related to Incoming and Outgoing Erasmus students;</li> <li>- support and information (welcome desk) for Incoming and Outgoing Erasmus students;</li> <li>- implementation of the web pages related to foreign students and to our partner universities (uploading information, taking care of social networks, etc...);</li> <li>- support to admin staff in Erasmus plus management;</li> <li>- support to admin staff in Extra European bilateral agreements management;</li> <li>- possible support to admin staff in management of Summer/Winter schools for international students (according to the period).</li> </ul>

<b>Duration</b>	From 3 to 12 months (depending on students' availability). We give extra points in evaluation to students applying for periods longer than 3 months.
<b>Working Hours/Weekly Hours</b>	The trainee will work normally from 09 AM to 14 PM, Monday to Friday. Additional hours may be requested according to office needs (and can be made up for).
<b>City</b>	Macerata
<b>Help with finding Accommodation</b>	We can book a room in a university student's residence (not always available).
<b>Financial Contribution</b>	NO
<b>Other</b>	

### **REQUIREMENTS**

<b>Study Field</b>	- Preferably, s/he should be graduating or graduate in Italian Philology, International relations, foreign languages, administration and management, political sciences, education or similar.
<b>Competences</b>	Our ideal candidate should: <ul style="list-style-type: none"> <li>- Have good knowledge of English Language (besides any other Language); -Knowledge of Italian language is absolutely a plus.</li> <li>- Have Basic skills in information and communication technology – how to use a computer.</li> <li>- Be acquainted with European Programmes such as Erasmus plus and EVS</li> <li>- know how to work in an intercultural environment;</li> <li>- have strong interpersonal, communication and social skills.</li> </ul>
<b>Computer Skills</b>	Office automation
<b>Drivers license</b>	no
<b>Other</b>	S/he must have a scholarship by their home institution, within the Erasmus + programme or other sources of funding. Our policy is not to accept students without any funding to support them.