

ERASMUS STUDENT TRAINEESHIP - OFFER DESCRIPTION

Enterprise/Organization	
Name	UNIVERSITA' DEGLI STUDI DI PAVIA - INTERNATIONAL RELATIONS OFFICE (ERASMUS)
Address (street, postal code, city)	Via S. Agostino 1, 27100 Pavia
Country	Italy
Name and details of the person to be contacted (phone, fax, email)	Francesca Montagna Napoleone International Relations Office International Mobility (Erasmus office) E-mail: francesca.montagnanapoleone@unipv.it Phone: +39 0382 984119
Website	http://www.unipv.eu/site/home/internazionalizzazione/erasmus.html
Job description	
Number of requested people	1
Type of work	Internship at the UNIPV International Relations Office (Erasmus)
Description of tasks	During the internship the trainee will provide support to the International Relations team. Duties include: <ol style="list-style-type: none"> 1. interacting with both foreign incoming students and Italian outgoing students by answering emails and at the counter 2. registering incoming students 3. Answering inquiries by telephone 4. maintaining regular liaison with our accommodation office and with University administrative departments 5. Assisting with management of inter-institutional agreements and/or other procedures linked to the students' mobility
Competences to be acquired	<ol style="list-style-type: none"> 1. organisational and coordination skills 2. creativity and flexibility communication 3. Italian language skills 4. social skills to adapt to the new socio-cultural environment successfully 5. ability to work on your own initiative and as part of a team 6. positive approach to customer care
Required periods	
Duration of training	9-12 months
Earliest and latest starting date	1 st June 2017 – 30 th September 2018
Requirements for the students	
Preferred field of studies	Modern Languages, Communication and Media
Language skills	Excellent English; a good competent level of Italian is also needed; any other language is a bonus



SERVIZIO RELAZIONI INTERNAZIONALI

MOBILITA' INTERNAZIONALE

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E-mail erasmus@unipv.it

IT skills	Microsoft Office
Other knowledge and skills	Confident face to face communication skills, positive and welcoming attitude, reliability and attention to detail, organisational skills
Facilities guaranteed by the host enterprise	
Salary and benefits	The student must be eligible for the Erasmus+ Traineeship grant from their home university. A bus pass may be obtained at a favourable cost
Accommodation	Assistance in finding accommodation in one of the Pavia University Residences
Canteen	Lunch is available at the canteen very close to the office for affordable prices
How to apply and deadline	
Email cv and cover letter to Francesca Montagna Napoleone (francesca.montagnanapoleone@unipv.it) - Deadline: May 12 th , 2017	

Pavia, 23/03/2017