

Placement Offer

Unpaid traineeship within the Erasmus Placement or Leonardo da Vinci Frameworks –Assistance in international activities and EU projects

EMPLOYER INFORMATION	
Name of organization	Department of Economics and Law, University of Macerata
Address	Via Crescimbeni, 20
Postal Code	62100
City	Macerata
Country	Italy
Telephone	0733-2582721
Fax	0733-2583205
Website	http://www.unimc.it/economia
Number of employees	University: around 600. Department: 53
Year of foundation	1290
Contact person	Silvana Tartufoli, Barbara Novelli
Department / Function	Research and international activities office
Direct telephone number	0733-2583219 / 0733-2582738
Direct e-mail address	tartufoli@unimc.it , barbara.novelli@unimc.it

PLACEMENT INFORMATION	
Department / Function	Economy and Law
Description of activities	Translations from Italian to English language of different materials (publications, web site, courses programs...). Assistance in International activities, especially assistance in Drafting European Projects and in procedures related to Incoming and Outgoing Erasmus students (such as, Learning Agreements). Introduction of foreign students to Universities facilities. Other support in EU funded projects Other support in scientific research activities

Duration	At least 6 months, starting from September 2014 or later (No August and Christmas holidays)
Working hours / Weekly hours	36 hours weekly
City	Macerata
Help with finding accommodation and insurance	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Contribution	<input type="checkbox"/> Yes (if Yes, please specify the amount) EUR...../month <input checked="" type="checkbox"/> No
Other	Will be accepted only candidates that have received a grant from their sending institution (such as Erasmus Placement, Leonardo da Vinci...)

REQUIREMENTS

Oral and written language skills	<input checked="" type="checkbox"/> English (level:) excellent <input type="checkbox"/> German (level:) <input type="checkbox"/> French (level:) <input type="checkbox"/> Spanish (level:) <input checked="" type="checkbox"/> Italian (level:) good <input type="checkbox"/> Russian (level:) <input type="checkbox"/> Other (level:)
Computer skills	Office, Web information management
Drivers license	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other	The candidate must shown to have officially studied the Corporate Social Responsibility (in University's courses, final dissertation, masters...)

ADMISSION PROCEDURE

Applications, steps of recruiting process	Send a copy of the curriculum (2-3 pages) and of a motivational letter (1 page) to tartufole@unimc.it
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