



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Erasmus + Traineeships Università Cattolica del Sacro Cuore Global Engagement and International Education

1. About Cattolica

Founded in Milan in 1921 by Father Agostino Gemelli, Università Cattolica del Sacro Cuore (UCSC) is Europe's largest Catholic university.

UCSC has multiple campuses in Italy: Milan, Piacenza, Cremona, Brescia, and Rome – which is also home to the Agostino Gemelli General Hospital (Policlinico Gemelli). The strengths of the university, long recognized for its openness to innovation and change, are its academic excellence, its commitment to charting the frontiers of research and its high standards of services. UCSC is an important center for cultural development; its strong and essential focus on a comprehensive, unifying edification of knowledge facilitates an understanding and interpretation of the complexities of life. The university's mission translates into the offer of an education focused on the development of the person as a whole.

Cattolica has a student population of about 40.000 across its 4 different campuses and 12 faculties, with an international student community of over 3000 students.

Internship opportunities in Italy and abroad

The Global Engagement and International Education office at Università Cattolica del Sacro Cuore manages both incoming international students (degree seeking and exchange/study abroad students) and domestic students wanting to spend a full year, a semester, a summer or a winter abroad for studies or to do an internship.

The International Education unit supports incoming international students throughout their academic experience and for their off-campus needs and is currently offering an internship position for the role of **Junior International Student Advisor**.

2. Planned internship period

The internship is offered on a full-time basis for either **6 months** (September 2017 – February 2018) or a **12-month period** (September 2017 – July 2018).

Previous job experience and excellent communication skills will be taken into consideration during the interviews.

3. Internship position description

Provisional program of activities

- *September 2017*: prepare and manage the registration of international students on campus during the orientation events and provide support for the students' arrival;
- *October 2017*: reply to student inquiries on a daily basis in person (contact desk); reply to student and partner inquiries by e-mail; support the international student advisors' team;
- *November 2017*: process international students' study plans; prepare Winter programs; review of Winter and Spring semester 2018 student applications;
- *December 2017*: prepare and manage orientation events dedicated to international students enrolled in Winter programs; support final exams preparation (especially for the UCSC International curriculum);
- *January 2018*: first orientation event dedicated to international students enrolled in Spring semester and Winter programs; support for the preparation and issuance of student transcripts of records;
- *February 2018*: second orientation event dedicated to international students enrolled in Spring semester programs; support for preparation and issuance of student transcripts of records.



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For full-year candidates, the same semester structure will be repeated from March to July and the tasks associated with the winter programs will be replaced by those for the summer programs.

Internship tasks

- First contact with international incoming students for short study abroad periods (i.e.: full year, semester, winter programs) both in person and by replying to student inquiries via e-mail;
- Prepare international student welcome packages for orientation events on Campus;
- Actively participate in orientation events and info-sessions for incoming international students dedicated to the different programs offered (short-term such as Winter/Summer programs and semester-long programs);
- Support students in academic matters related to the UCSC Academic and UCSC International Curricula during their study abroad period at Cattolica; advising students in person and by e-mail directly, and by supporting and consulting the International Student Services Advisors;
- Support the International Student Services Advisors in completing the documents for arrival and departure of students;
- Communicate with partner institutions regarding student nominations to Cattolica;
- Provide support with the review of international student online applications and communicate with pre-selected and selected candidates;
- Back office activities supporting the International Student Services, such as: registering international students study plans, preparing registrar, receiving and analysing students exit forms, preparing student transcript of records;
- Maintain International Students Services inventory of materials such as brochures and permit of stay stock

Commitments and complementary benefits

The selected candidate will be asked to commit to the following working hours: 9.30 a.m to 5.00 p.m (including one-hour lunch time).

Università Cattolica del Sacro Cuore will offer to the selected candidate the coverage of lunch costs at the University cafeteria.

Monitoring and evaluation

The selected candidate will report directly to the 4 International Student's Services (IIS) Advisors daily/weekly on the activities he/she is assigned to. Francesca Pasta, coordinating the activities of the ISS unit, will check the selected candidate's integration into the workplace and have one-to-one monthly meetings with him/her to assess the integration, the acquisition of knowledge/competences and the management of possible problems.

The selected candidate will be invited to take part in a proactive way in the International Student Services monthly meetings.

4. Suitable candidates: knowledge, skills, competences

The suitable candidates for this job position are students (undergraduate or graduate level) or fresh graduates (within one year from their graduation date), wanting a work experience in an international environment and who are fluent in English (proficient oral and writing skills are required).

Second and third language proficiency is highly appreciated.



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Italian language knowledge is required at B1 level.

Cattolica welcomes candidates from different academic fields and backgrounds.

5. Learning outcomes

The selected candidate will acquire the following competences:

- a thorough understanding of an international student life cycle at an Italian/European university;
- knowledge of the academic processes related to mobile students;
- intercultural communication skills;
- an understanding of the basics of international university partnerships;
- skills in specific software dedicated to international students and partnership management.

6. Application documents required

Students interested in applying are requested to submit:

- a motivational letter in English
- a transcript of records from their home university or diploma of graduation
- an endorsement letter from home university
- a curriculum vitae (CV, résumé)
- proof of eligibility for the Erasmus + Traineeship Scholarship (i.e: support letter from your home university's International Office certifying your eligibility as a candidate for the scholarship; letter confirming the awarding of the Erasmus + scholarship).

Please send the abovementioned documents to: francesca.pasta@unicatt.it

Please direct any inquiry you may have to: francesca.pasta@unicatt.it

Please do note that deadlines for applying for the internship position is: **June, 11 2017.**