

## TRANEESHIP OFFER AT THE ERASMUS SPECIAL OFFICE

Information about the Hosting Organization	
<b>Name</b>	University of Calabria
<b>Address</b>	Via P. Bucci, Arcavacata di Rende (CS)-Italy
<b>Postal Code</b>	I 87036
<b>E-Mail</b>	<a href="mailto:socrates@unical.it">socrates@unical.it</a> ; <a href="mailto:fausto.porchia@unical.it">fausto.porchia@unical.it</a>
<b>Website</b>	<a href="http://www.unical.it">www.unical.it</a> ; <a href="http://www.unical.it/portale/ateneo/progetti/ects/">www.unical.it/portale/ateneo/progetti/ects/</a>

Traineeship Information	
<b>Office/Functions</b>	<b>Erasmus Special Office (Student mobility service) / Administrative and mobility management assistant</b>
<b>Description of the Activities</b>	<p><b>Student mobility services:</b></p> <ul style="list-style-type: none"> <li>- administrative support of incoming and outgoing students;</li> <li>- informing incoming and outgoing students on applying procedures and helping them to organize their stay in Italy or abroad;</li> <li>- event management (welcome days, international week...);</li> <li>- other office administrative and management tasks</li> </ul>
<b>Duration</b>	- 6 months : January 7, 2017 – June 30, 2017 - 4 months: January 7, 2017 – April 30, 2017
<b>N° of positions available</b>	2 for each period above specified
<b>Conditions</b>	30 Hours per week.
<b>Help with finding accommodation</b>	- Yes. Accommodation available on campus (traditional room to share: approximately 170 euros/month)
<b>Dinner</b>	Yes, in the University canteen at a cost of € 4,20

Requirements	
<b>Skills and personal qualities</b>	<ul style="list-style-type: none"> <li>- Fluent in English and Italian, both written and spoken</li> <li>- <b>Trainees must have student status during the internship and be enrolled in a University at Bachelor or Master level. They must be nominated by their home University.</b></li> <li>- Study-abroad experience desirable.</li> <li>- Very good interpersonal skills.</li> <li>- Proficiency in computer skills.</li> <li>- Creativity.</li> </ul>
<b>Required documents</b>	Send a CV and a cover letter in Italian or English to <a href="mailto:socrates@unical.it">socrates@unical.it</a> ; <a href="mailto:fausto.porchia@unical.it">fausto.porchia@unical.it</a>
<b>Application deadline</b>	15 <sup>th</sup> December 2016