



## **INTERNATIONAL INTERNSHIP INTERNATIONAL OFFICE – SAPIENZA UNIVERSITY OF ROME**

### **1. INTERNSHIP DESCRIPTION**

We are currently looking for an intern to join the International Relations team at Sapienza University – Erasmus Unit (Incoming mobility).

The applicant will be responsible for assisting the team, working closely with staff and students and helping in the organization of international activities within the university community.

### **2. TASKS**

The main tasks of the candidates will be:

- Provide administrative support to the Erasmus Unit team. The tasks include a range of general administrative duties, such as answering phone calls, dealing with student enquiries and correspondence, especially for incoming and traineeship mobility;
- Helping in the organization of Welcome events for incoming students;

The ideal candidate should have a good command of written and spoken Italian and English: at least B2 level of *Common European Framework of Reference for Languages*.

The candidate must be familiar with the use of Microsoft Office and has to be highly organized and accurate while completing multiple tasks.

We are recruiting for 2 positions for **Spring 2019 (approx.. from January to August 2019)**, as follows:

- OPTION 1: trainee from January to April
- OPTION 2: trainee from May to August

The position is full time (6 hours/day), from Monday to Friday. The Applications are welcome from students who receive a traineeship grant under the Erasmus+ Programme.

### **3. HOW TO APPLY**

To apply, please send a CV and covering letter in English to the International Office to the following email address: [erasmusincoming@uniroma1.it](mailto:erasmusincoming@uniroma1.it) **before 20<sup>th</sup> November 2018 (email subject: TRAINEESHIP POSITION AT ERASMUS UNIT FOR INCOMING**



**AND TRAINEESHIP STUDENTS – APPLICATION). Please, indicate the option you prefer for your internship among the 2 periods listed above.**

Please note:

- We can only accept applicants with the right to work in Italy.
- If students are finally selected to do the internship at Sapienza University they will have to get a work and a health insurance with coverage in Italy.
- Candidates should have an Erasmus+ grant for traineeship. After the official acceptance from Sapienza University, the applicant home university should send a nomination according to the official Application Procedures available at <https://www.uniroma1.it/pagina/students-coming-sapienza> (par. 2).

#### **4. SELECTION OF CANDIDATES**

Candidates will be informed about the final decision by 10<sup>th</sup> December 2018.

Rome, 24 October 2018