



Università degli Studi
di Napoli Parthenope

ERASMUS+ TRAINEESHIP OFFER

PROPOSED BY

Ufficio Servizi Internazionalizzazione e
Comunicazione Linguistica



Erasmus+

AGENZIA
NAZIONALE
INDIRE



INDIRE ISTITUTO
NAZIONALE
DOCUMENTAZIONE
INNOVAZIONE
RICERCA EDUCATIVA

EMPLOYER INFORMATION

Name of Organization	Università degli Studi di Napoli Parthenope
Contact Person	VIRGINIA FORMISANO Head Officer
Address	Via Ammiraglio Ferdinando Acton, 38 Palazzina Moderna – ground floor, 80133 Napoli
Tel	+39081-547-5826

OFFICE JOB DESCRIPTION

Name of the office	Ufficio Servizi Internazionalizzazione e Comunicazione Linguistica
Duration	Depends on the learning agreement and the contract to be made in advance by email
Working Schedule	From Monday to Friday - 7 hours by day
Work description	The office is responsible for promoting, guiding and assisting students/workers in procedures concerning study and work opportunities abroad through its partnerships with other university offices abroad in the framework of the Erasmus+ programme.

THE TRAINEE

Tasks

- Communication activities of Erasmus+ activities through the use of social media and other platforms of communication;
- Organisation and management of events (e.g. Erasmus welcome day, Erasmus-i openday- etc.)
- Creation of audio and video materials to promote the activities of the office;
- Support for the management of Erasmus+ mobility as a buddy for groups of incoming students;
- Support and assistance in the implementation of EU projects at the University;
- Various other tasks could be added in addition.
- The possibility of organising courses in your language and culture for students and staff.

Requirements

- Being B2 at least in those languages : English and Italian (another language is a plus)
- Be comfortable with communication in general and digital communication
- Know how to use basic office software such as Word, Powerpoint, excel etc...
- be creative and know how to use simple or professional photo and video editing software (canva, adobe, google,...)
- be flexible and able to organise yourself autonomously
- be able to work in a team and be sociable

THE EXPERIENCE

- Strengthening of the Italian language;
- Learning how to work abroad;
- Use the professional knowledge acquired during your studies;
- Acquiring skills and competences in relation to professional communication in an international environment;
- Strengthening the mastery of soft skills and transversal competences;
- Improving awareness of diversity and inclusion;
- Improving knowledge of the professional world public sector;
- Improving multitask skills;
- And finally, working in a pleasant and sociable team in a wonderful sunny city.

See you soon in our Team !

Marialaura, Virginia, Mariarita, Bryan (spring 2022 Trainee), Annunziata e Vincenza



HOW TO APPLY

1. Send your CV and letter of motivation to the Head Officer **Virginia Formisano** via ticketing link.
2. Fill out and send us your traineeship learning agreement to complete the procedure.

Ufficio Servizi Internazionalizzazione e Comunicazione Linguistica



<https://internazionalelingue.uniparthenope.it/>



Ticketing : <https://supporto.uniparthenope.it/>



<https://www.facebook.com/USICL>