

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

### **INTERNSHIP DESCRIPTION**

We are currently looking for interns to join the International Relations team at Sapienza University – Erasmus Unit (Incoming/Traineeship 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. 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.

### **DETAILS**

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 3 positions for **Spring/Summer 2020 (approx. from January to September 2020)**, as follows:

OPTION 1: trainee from January to March

OPTION 2: trainee from April to June

OPTION 3: trainee from July to September

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.

### **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 10<sup>th</sup> November 2019** (email subject: **TRAINEESHIP POSITION AT ERASMUS UNIT – APPLICATION OPTION nr.).** **Please, indicate the option you prefer for your internship among the 3 listed above.**

### **SELECTION OF CANDIDATES**

Candidates will be informed about the final decision by 10<sup>th</sup> December 2019.



**SAPIENZA**  
UNIVERSITÀ DI ROMA

#### **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/it/pagina/students-coming-sapienza> (par. 2).