

Student Intern opportunity within the Career Service of the University

EMPLOYER INFORMATION	
Name of organisation	University of Padua
Address post code	Career Service Palazzo Storione, Riviera Tito Livio 6 I - 35122 Padova
Telephone	ph. +39/ 049 827 3071
Fax	fax. +39/ 049 827 3524
E-mail	stage.estero@unipd.it ,
Website	www.unipd.it
Number of employees	6000
Short description of the company	Our <i>Career Service</i> guides students and new graduates in their transition from the academic world to the professional world. Links have been established between the University and firms, private and public institutions and professional associations to create and promote internships as an opportunity to exchange information and experiences.
CONTACT DETAILS	
Contact person for this placement	Luisa Talamo
Department and designation / job title	Career Service
Direct telephone number	+39 049 827 3071

E-mail address	stage.estero@unipd.it , luisa.talamo@unipd.it ,
Application Procedure	
Deadline for applications	As soon as possible, best before 20 th February
Application process	<p>Please e-mail your Europass CV in Italian with a picture together with a cover letter in Italian describing the reasons for applying to stage.estero@unipd.it marked for the attention of Luisa Talamo.</p> <p>Please notice that we will only accept students covered by insurance against accidents on the job and for civil liability. Copy of policies will be required.</p>

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Career Service_Internships abroad
Description of activities	<ul style="list-style-type: none"> • Development of a strategic plan to find partners and companies to implement the internship offers for our students and graduates. In particular, the research will be addressed with a special consideration for the firms based in the country of birth of the candidate. The candidate should be able to widen the International network of the University. • Supporting the Career Service team with the organization of the internships in Italy and abroad for students and graduates of our University; • Front office activities dealing with: answering students enquiries, emails, calls management and secretary activities. • Helping the students with the documents required to apply for the LLP Erasmus Placement and LLP Leonardo da Vinci Programmes.
Location	Padova ITALY
Start Date	Pref. From March 2014
Duration	3 - 6 months
Working hours per week	36

Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input checked="" type="checkbox"/> We can assist with finding discounted accommodation at Residence Halls of the University of Padua. <input type="checkbox"/> Student to make own arrangements
Details of financial to be provided	Discounts at University Canteens.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	The candidate should be proficient in Italian and in English (spoken and written). A third language is welcomed!
Education and qualifications	The candidate should be enrolled on a Master's Degree Course in Humanities.
Computer skills and level of skills required	The candidate is proficient in Microsoft Office applications (especially in the use of Microsoft Word and Excel).
Interpersonal and communication skills	The candidate should be able to deal with people at all levels, customer oriented, able to work in team, open minded, efficient, able to work under pressure.