

ERASMUS - STAGIU PRACTIC AN UNIV. 2013-2014

UNIVERSITA' DELLA CALABRIA
Sector for Lifelong Learning/Erasmus
University of Calabria

Via P. Bucci

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Duration of the Internship

5 months or more (from October) 2013

Places available

2

Dates of placement period

from October 2013

Main duties

Contacts and front office with students and teachers taking part to international exchanges

Collection and exploitation of data on subjects going on a mobility program from and to the University of Calabria, computer writing skills for the production of documents and certificates to be issued to mobiles by the Sector for Lifelong Learning/Erasmus

Supporting Office staff in daily work activities, team work in the process of organising Erasmus mobility activities, flexibility and initiative in helping people thus providing guidance, useful information and other services to the public

Flexibility and ability to work as part of the international team in order to acquire proper skills in organising tasks that are of great importance for performing office daily work.

Requirements and skills to be possessed

Basic Italian Language Skills – at levels A+, B1 of CEFR “ Common European Framework of Reference for Languages”

Flexibility and initiative

Team work ability

Attitudes to problem solving

Knowledge of computer programs (word, excel, etc.)

Deadline for application

September 27, 2013

Contacts for enquiries

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