



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 (Traineeship and 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 traineeship and incoming 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 positions for **Spring 2018 (approx.. from February to July 2018)**.

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 **before 8th December 2017** (email subject: **TRAINEESHIP POSITION AT ERASMUS UNIT FOR INCOMING AND TRAINEESHIP STUDENTS – APPLICATION**)

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-0> (par. 2).

4. SELECTION OF CANDIDATES

Candidates will be informed about the final decision by 29th December 2017.

Rome, 14 November 2017