

INFORMATION ABOUT THE PROPOSED TRAINING PROGRAM INTERNATIONAL RELATIONS OFFICE - SCHOOL OF ECONOMICS, MANAGEMENT AND STATISTICS (BOLOGNA, ITALY)

WHY

(PREDICTED) EDUCATIONAL BENEFITS WITH RESPECT TO ACQUIRED FIELD KNOWLEDGE

The intern will become familiar with administrative procedures dealing with international programs in a large University: students' enrolment, welcoming, registration, international exchange, communication and social media management (Facebook), etc. He/She will improve his/her knowledge of both English and Italian language.

WHAT

TASKS TO BE UNDERTAKEN IN THE DESTINATION OFFICE

- Answering routine enquiries regarding international matters and procedures; from callers, students, academics especially in person (during office hours) under the guidance of the tutor
- Helping the Staff with back office procedures.
- Filter non-routine enquires to correct source
- Deal with incoming and outgoing post
- Ensuring office database is kept up to date
- Ensuring office website is kept up to date
- Ensuring filing systems are up to date
- Ensuring all required paperwork for outgoing and incoming students is complete
- Maintaining accurate records for incoming and outgoing exchange students
- Assisting with the organization of orientation sessions for students participating on an exchange (incoming and outgoing)
- Helping out the organization of events (welcome week, Open days, etc.) or academic activities (conferences and seminars).
- Preparation and distribution of mail-outs for students and

staff

- Assisting with the organization for the orientation event for international students
- Implementing the current social media strategy of the School of Economics, Management and Statistics (Facebook profile)
- Assisting the staff during the admission process

WHO

COMPETENCES. ABILITIES AND SKILLS TO BE ACQUIRED THROUGH THE INTERNSHIP
(ACADEMIC AND PERSONAL)

The intern will require a high level of tact and diplomacy and problem-solving oriented attitude in order to assist IRO's users: Students (Italian and International students), Teaching Staff (Italian and International professors and researchers), Administrative Staff (Italian and International colleagues).
He will have a good knowledge of both English (B2 level) and Italian (B1 level).

HOW

Interested candidates can send their CV to: ems.bo.international@unibo.it
A Skype interview will be held.

WHEN

Starting from the beginning of April 2014