

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