



Erasmus + Traineeship Offer at the University of Sassari

The International Office of the University of Sassari is looking for a trainee for the following period:
May – July 2018 (with possibility to extend the duration).

The student should be at Bachelor/Master level with a very good knowledge of both Italian and English.

Host Institution	University of Sassari
Department/Office	International Relations Office
Address	Piazza Università, 21 – 07100 Sassari, Italy
Telephone	+39079229968
Website	www.uniss.it
Traineeship program	<ul style="list-style-type: none"> - Administrative support for incoming and outgoing students; - support in managing the “Erasmus Traineeship in Sardinia project” (project promotional activities, receiving students’ applications, help-desk for trainees; traineeship offers update) - support in translating documents from Italian into English. - Help desk for both incoming and outgoing students; - General Administrative duties
Duration	3 months : May - July 2018
Number of traineeship positions	1
Numbers of working hours a week	30 to 34 (Monday to Friday from 8.30 till 1.30 am; Tuesday and Thursday also from 3 to 5 pm, when needed)
General requirements	<p>The student must be enrolled on one of the following courses: Communication, Foreign languages, Translations or similar;</p> <p>Skills required: Organizational skills; Very good interpersonal skills; good communication skills;</p>
Language proficiency and ITC skills	Language proficiency: B2 language level in Italian; B2 language level in English.



	ICT proficiency level: good knowledge of basic software packages and web communication experience.
Required documents	CV to be sent to: curgeghe@uniss.it
Application deadline:	20 April 2018
Contacts	Carla Urgeghe, International Relations officer; email: curgeghe@uniss.it ; Ph. +39.079229968