JOBS DESCRIPTION

1. Name of institution - Università Cattolica del Sacro Cuore

- **Address:** Largo Gemelli 1, 20123 Milano

**Contacts** (Person in charge of internship and name of person who CVs and covering letters should be sent to): Luca Delrio - luca.delrio@unicatt.it
Clara Anghileri - clara.anghileri@unicatt.it

- **Type of business** (e.g. sales, services, finance etc):
  Global Engagement and International Education - Outbound area (Experiential Learning Unit)

- **Professional work trainee will gain experience in** (e.g. marketing, sales, customer service etc): management

- **Internship dates**:
  The internship is offered on a full-time basis for either 3 or 6 months (starting from September/October 2017)

- **Application period** (submission of CV and covering letter):
  from August 2017 to December 2017 – applications deadline is 12/23/2017

2. Trainee profile

- **Language/s required:** Italian B2; English B2 or above

- **Computer skills:** good knowledge of Word, Excel and Power Point.

- **Skills required** (Social Media): knowledge of promo campaign and data analysis mechanisms
- **Professional qualifications** (if required): organizational and logistics skills, professionalism, punctuality, problem solving, inventory Control; verbal communication reporting; reporting skills in general and in writing; adaptability and flexibility; critical thinking.
3. Job description

**Description of job content:**

- Dealing and replying to inquiries from UCSC international students enrolled in Outbound Mobility Programs in accordance with the Education Abroad Unit’s (EAU) needs and redirecting the e-mail flows to EAU advisors;
- Support EAU team in logistic matters related to ECCE Summer programs (preparing welcome package and gadgets; students badges; calendars etc.);
- Support EAU team in logistic matters related to the organization of the UCSC International Day (October 2017): preparing invitations for international partners; support the management of logistics of international partners’ mobility; coordinate communication with international partners and other UCSC campuses; preparing welcome package and gadgets; support the digital/on campus promotion of the fair, etc.;
- Monitoring of inventory of ofice materials (T-shirts; brochure, gadgets, etc.);
- Support the Education Abroad Unit with returning UCSC students (collection of documents, procedures related to credit transfer, etc.);