

Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	Department of Political Science, Communication and International Relations
Address	Via Don Minzoni 2
Postal Code	62100
City	Macerata
Country	Italy
Telephone	0039. (0)733.258.2716 0039.(0)733.258.2777
Fax	0039. (0)733.258.2530
E-mail	ietr.spocri@unimc.it
Website	spocri.unimc.it
Number of employees	14
Year of foundation	Department: 2012 University: 1290
Contact person	Piero Bertini / Simona Natali
Department / Function	Incharge of didactic and research
Direct telephone number	0039. (0)733.258.2716 0039. (0)733.258.2716
Direct mobile	==
Direct e-mail address	pierluigi.bertini@unimc.it simona.natali@unimc.it
Short Description of the Company	The Department offers courses in Political Science, International Relations and Communication; one of them is held in English

PLACEMENT INFORMATION	
Department / Function	Promotion – Translations – Help desk for international students
Description of activities	Email marketing – translations – website contents review – front office.
Duration	3/6 month
Working hours / Weekly hours	25 hours per week
City	Macerata
Help with finding Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Financial Contribution	<input type="checkbox"/> Yes (if Yes, please specify the amount) EUR...../month <input checked="" type="checkbox"/> No
Other	

REQUIREMENTS	
Oral and written language skills	<input checked="" type="checkbox"/> English (level: C1 / C2 (advanced)) <input type="checkbox"/> German (level:) <input type="checkbox"/> French (level:) <input type="checkbox"/> Spanish (level:) <input checked="" type="checkbox"/> Italian (level: B2) <input checked="" type="checkbox"/> Russian (level: B2, preferably) <input type="checkbox"/> Other (level:)
Computer skills	
Drivers license	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other	==

ADMISSION PROCEDURE	
Applications, steps of recruiting process	CV to be sent by email to Piero Bertini / Simona Natali