**Placement Offer**

***Unpaid traineeship within the Erasmus Placement or Leonardo da Vinci Frameworks –Assistance in EU project on Corporate Social Responsibility***

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| **EMPLOYER INFORMATION**  |
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|  Name of organization  |

 | Department of Economics and Law, University of Macerata |
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|  Address  |

 | Via Crescimbeni, 20 |
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|  Postal Code  |

 | 62100 |
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|  City  |

 | Macerata |
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|  Country  |

 | Italy |
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|  Telephone  |

 | 0733-2582721 |
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|  Fax  |

 | 0733-2583205 |
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|  Website  |

 | http://www.unimc.it/economia |
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|  Number of employees  |

 | University: around 600. Department: 53 |
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|  Year of foundation  |

 | 1290 |
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|  Contact person  |

 | Silvana Tartufoli, Barbara Novelli |
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|  Department / Function  |

 | Research and international activities office  |
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|  Direct telephone number  |

 | 0733-2583219 / 0733-2582738 |
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|  Direct e-mail address  |

 | tartufoli@unimc.it, barbara.novelli@unimc.it |

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| **PLACEMENT INFORMATION**  |
| Department / Function  | Economy and Law |
| Description of activities  | Support in a already existing EU funded project on Corporate Social Responsibility Researched on CSRAssistance in relationships with EU partners |
| Duration  | At least 6 months, starting from September 2013 or later (No August and Christmas holidays)  |
| Working hours / Weekly hours  | 36 hours weekly |
| City  | Macerata |
| Help with finding accommodation and insurance | [ ] Yes [ ] No  |
| Financial Contribution  | [ ] Yes (if Yes, please specify the amount) EUR……./month [ ] No  |
| Other  | Will be accepted only candidates that have received a grant from their sending institution (such as Erasmus Placement, Leonardo da Vinci…) |

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| **REQUIREMENTS**  |
| Oral and written language skills  | [ ] English (level: ) excellent[ ] German (level: ) [ ] French (level: )[ ] Spanish (level: )[ ] Italian (level: ) good[ ] Russian (level: )[ ] Other (level: )  |
| Computer skills  | Office, Web information management |
| Drivers license  | [ ]  Yes[ ] No  |
| Other | The candidate must shown to have officially studied the Corporate Social Responsibility (in University’s courses, final dissertation, masters…) |

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| **ADMISSION PROCEDURE**  |
| Applications, steps of recruiting process | Send a copy of the curriculum (2-3 pages) and of a motivational letter (1 page) to tartufoli@unimc.it |