**Placement Offer**

***Unpaid short-term traineeship within the Erasmus Placement or Leonardo da Vinci Frameworks***

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| |  | | --- | | **EMPLOYER INFORMATION** | |  | | |
| |  | | --- | | Name of organization | | Department of Economics and Law, University of Macerata |
| |  | | --- | | Address | | Via Crescimbeni, 20 |
| |  | | --- | | Postal Code | | 62100 |
| |  | | --- | | City | | Macerata |
| |  | | --- | | Country | | Italy |
| |  | | --- | | Telephone | | 0733-2582721 |
| |  | | --- | | Fax | | 0733-2583205 |
| |  | | --- | | Website | | http://www.unimc.it/economia |
| |  | | --- | | Number of employees | | University: around 600. Department: 53 |
| |  | | --- | | Year of foundation | | 1290 |
| |  | | --- | | Contact person | | Silvana Tartufoli or Barbara Novelli |
| |  | | --- | | Department / Function | | Research and international activities office |
| |  | | --- | | Direct telephone number | | 0733-2583219 / 0733-2582738 |
| |  | | --- | | Direct e-mail address | | [tartufoli@unimc.it](mailto:tartufoli@unimc.it), barbara.novelli@unimc.it |

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| **PLACEMENT INFORMATION** | |
| Department / Function | Economy and Law |
| Description of activities | Translation and updating of the contents of the Department English web site.  Assistance in International activities, especially assistance in Drafting European Projects and in procedures related to Incoming and Outgoing Erasmus students (such as, Learning Agreements).  Introduction of foreign students to Universities facilities.  Translation of the programs of the courses from Italian to English Language |
| Duration | At least 3 months, starting from September 2013 (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 |

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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](mailto:tartufoli@unimc.it) |