**Placement Offer**

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

|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | **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, 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 |

|  |  |
| --- | --- |
| **PLACEMENT INFORMATION** | |
| Department / Function | Economy and Law |
| Description of activities | Support in a already existing EU funded project on Corporate Social Responsibility  Researched on CSR  Assistance 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…) |

|  |  |
| --- | --- |
| **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…) |

|  |  |
| --- | --- |
| **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) |