



SG STEP PROGRAMME

Santander Group Erasmus Training Exchange Programme at International Offices

OFFER FORM

University: Università degli Studi di Trieste	Country: Italy
Department: Ufficio per la Mobilità Internazionale	
Contact Person: Claudia Macchia	
Position: Head of the International Mobility Office	
E-mail: claudia.macchia@amm.units.it	
Position offered: Trainee	
Placement duration: 6 to 9 months	
Brief description of the tasks to be carried out: The trainee will assist the International Mobility Office in the administrative work, particularly by monitoring and updating databases, responding to enquiries by email, translating material posted on the web. He/she will assist in the organisation and administration of student exchange within the Erasmus+ Program and other mobility programmes for incoming and outgoing students. This is a great opportunity for students wishing to gain some international work experience in a friendly environment.	
Requirements: Language skills: proficient in English and good command of Italian (at least B1); Computer skills: used to working with MS Office (knowledge of Excel is essential).	
Type of student to carry out these tasks: <input checked="" type="checkbox"/> Bachelor student <input checked="" type="checkbox"/> Master student	
Financial conditions: no grant awarded by the receiving institution; possibility of Erasmus grant through the sending institution.	

Date: 26th May 2016



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