



UNIVERSITA' DEGLI STUDI DI PAVIA

Ufficio Mobilità studentesca

Via Sant'Agostino 1- 27100 Pavia – Tel. 0039 0382 984302 – Fax. 0039 0382 984314
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LLP/ERASMUS PLACEMENT PROGRAMME Erasmus work placement offer

Data December 7, 2012

Department/Location
Welcome Point for International Students - University of Pavia
Department website
http://www.unipv.eu/on-line/en/Home/InternationalRelations.html
Duration of the Internship
3-12 months
Places available
1
Dates of placement period
February 2012 - February 2013
Main duties and responsibilities
<p>The Welcome Point gives support and advice to incoming international students, researchers and university professors visiting the University of Pavia.</p> <p>The team currently consists of two staff who provide comprehensive pre- and post-arrival support to the University's international students, by organising orientation events, supporting students in visa and immigration process.</p> <p>They collaborate with other offices to provide useful information on various topics of interest, as enrolment at the university; housing, canteens, health insurance, scholarships, opening a bank account, Italian courses, general information on the University of Pavia and the city.</p>
Knowledge skills and competences to be acquired
<p>Main responsibilities:</p> <ul style="list-style-type: none">▪ Answering routine enquiries from callers, students, academics, and senior management by email, telephone and in person▪ Administrative support for members of the team▪ Photocopying and scanning of documents▪ Ensuring all required documents for outgoing and incoming students is complete▪ Maintaining accurate records for incoming and outgoing exchange students▪ Assisting with the organisation of orientation sessions for students participating on an exchange (incoming and outgoing)▪ Preparing the International Guide for students and staff▪ Assisting international students and staff in the immigration process (Visas, permit of stay)▪ Supporting development of information for international students▪ Filtering immigration enquiries to appropriate offices
Requirements
<ul style="list-style-type: none">▪ Student enrolled in a bachelor/master degree at an EU university in a field related to Social/Political Sciences

- Excellent command of English language and at least a basic knowledge of Italian language
- Communication and Intercultural skills
- Patient, enthusiastic and interested in learning new skills
- Experience in working with computer programs (operating system Microsoft Office)

Deadline for application

13 January 2012

Contacts for enquiries

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