



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

UNIVERSITÀ CATTOLICA DEL SACRO CUORE
UCSC INTERNATIONAL
VIA CARDUCCI 28/30- 20123 MILANO
TEL: +39 02 7234 5801 FAX: +39 02 7234 5806

JOB DESCRIPTION

1. Name of institution - Università Cattolica del Sacro Cuore

<p>- Address: Largo Gemelli 1, 20123 Milano</p>
<p>Contacts (Person in charge of internship and name of person who CVs and covering letters should be sent to): Luca Delrio - luca.delrio@unicatt.it Clara Anghileri - clara.anghileri@unicatt.it</p>
<p>- Type of business (e.g. sales, services, finance etc): Global Engagement and International Education - Outbound area (Experiential Learning Unit)</p>
<p>- Professional work trainee will gain experience in (e.g. marketing, sales, customer service etc): management</p>
<p>- Internship dates: The internship is offered on a full-time basis for either 3 or 6 months (starting from September/October 2017)</p>
<p>- Application period (submission of CV and covering letter): from August 2017 to December 2017 – applications deadline is 12/23/2017</p>

2. Trainee profile

<p>- Language/s required: Italian B2; English B2 or above</p>
<p>- Computer skills: good knowledge of Word, Excel and Power Point.</p>
<p>- Skills required (Social Media): knowledge of promo campaign and data analysis mechanisms</p>



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- **Professional qualifications** (if required): *organizational and logistics skills, professionalism, punctuality, problem solving, inventory Control; verbal communication reporting; reporting skills in general and in writing; adaptability and flexibility; critical thinking.*



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3. Job description

Description of job content:

- *Dealing and replying to inquiries from UCSC international students enrolled in Outbound Mobility Programs in accordance with the Education Abroad Unit's (EAU) needs and redirecting the e-mail flows to EAU advisors;*
- *Support EAU team in logistic matters related to ECCE Summer programs (preparing welcome package and gadgets; students badges; calendars etc.);*
- *Support EAU team in logistic matters related to the organization of the UCSC International Day (October 2017): preparing invitations for international partners; support the management of logistics of international partners' mobility; coordinate communication with international partners and other UCSC campuses; preparing welcome package and gadgets; support the digital/on campus promotion of the fair, etc.;*
- *Monitoring of inventory of office materials (T-shirts; brochure, gadgets, etc.);*
- *Support the Education Abroad Unit with returning UCSC students (collection of documents, procedures related to credit transfer, etc.);*