Dear partners,

Iuav, University of Venice, Italy, (I VENEZIA02) offers places of 3 months for students to work within the framework of Erasmus+ Traineeship in the:

**INTERNATIONAL RELATIONS OFFICE**

If you are an open-minded person, ready for challenges and wishing to work in an international environment, enquire about it and apply for the Traineeship at [mobilitastudenti@iuav.it](mailto:mobilitastudenti@iuav.it)

Criteria for the candidates:

Working: Support for the mobility programs in our International Office.

Department: Students Services.

From 20th September 2017 to 20th December 2017 (3 months mobility).

Christmas closing period.

From 15th January 2018 to 15th April 2018 (4 months mobility).

Language: English (B2),  Italian (B2).

Documents: Curriculum Vitae, letter of motivation for doing the Traineeship.

I am looking forward to hearing from you.

Best regards,

Maria Gatto

Skills and Other Requirements

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| --- | --- |
| Language skills | fluent English and Italian B2 |
| Computer skills | Familiar with Microsoft Windows and Office applications |
| Drivers license | Not required |
| Salary | No financial contribution  No accommodation offered |

**Traineeship Information**

|  |  |
| --- | --- |
| Department/ Function | International Relations Office |
| Description of Activities | Participate in the mobility programmes organization:  - Bilateral agreements,  - Staff mobility missions,  - Travelling and accommodation organization (Incoming and outgoing)  - Certificates for students abroad for studies or for Traineeship |
| Location | International Relations Office. Iuav - Campo della Lana – Santa Croce 601 – 30135 Venezia (Italia) |
| Periods | 20th September to 20th December  Or 15th January to 15th April |
| Duration | 3 months |
| Working hours/week | 30 hours/week |
| Accommodation | After the acceptance possibility to book the Student House mailing to:  [Adriana.gatto@esuvenezia.it](mailto:Adriana.gatto@esuvenezia.it), [Claudia.grespi@esuvenezia.it](mailto:Claudia.grespi@esuvenezia.it) |
| Benefits | - To get experience in an international setting  - Pleasant working atmosphere  - Insurance Policy for international mobility |

Interested applicants should submit to [mobilitastudenti@iuav.it](mailto:mobilitastudenti@iuav.it) with the following documents:

Curriculum Vitae (Europass format, including photo)

Cover Letter

The deadline for application is continuous – until the position is filled.

If you have any questions, please contact us by email.