

## Call for Applications for 5 Student Collaborator Positions for the Project “Ca’ Foscari on the Map” – 2018/2019 academic year, third call

*English synopsis of the Italian-language call for applications entitled “Bando per l’assegnazione delle attività di collaborazione (200 ore) di carattere mirato per il progetto ‘Ca’ Foscari on the Map’ – Terza edizione – A.A. 2018/19” (DD no. 704/2019, prot. no. 13828 of 11 March 2019)*

*Please note that not all of the information contained in the Italian call for applications appears below.*

### **DEADLINE TO APPLY: 22 March 2019**

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| <b>Office:</b>       | International Engagement Office ( <i>Ufficio Sviluppo Internazionale</i> )  |
| <b>Location:</b>     | Ca’ Foscari, main administrative building                                   |
| <b>Job title:</b>    | “Ca’ Foscari on the Map” Student Collaborator                               |
| <b>Duration:</b>     | 200 hours from April 2019 through February 2020, averaging 5 hours per week |
| <b>Remuneration:</b> | €7.00 euro/hour + bonus   |

**NB:** For assistance in reading the full Italian-language “Call for Applications” (*bando*) or filling out your application, please contact the Global Engagement Office by writing to [onthemap@unive.it](mailto:onthemap@unive.it) or calling 041-234-8145.

### **Job Description**

The “Ca’ Foscari on the Map” project aims to promote a greater international awareness of Ca’ Foscari’s research, cultural activities, and study experience by generating and disseminating a variety of written/visual promotional materials in four target languages:

- English
- Chinese
- Turkish
- Russian
- Spanish

Each of the five teams will consist of 2 student collaborators and one proofreader (CEL), and their activities will be coordinated, facilitated and monitored by the International Engagement Office (*Ufficio Sviluppo Internazionale*).

**This call is intended to fill the following positions:**

- **2 collaborators for the Chinese team**
- **1 collaborator for the Russian team**
- **1 collaborator for the Spanish team**
- **1 collaborator for the Turkish team**

Working in their team's target language, student collaborators will contribute to the project by translating selected university news, producing assigned reportage about people and intellectual/cultural events at Ca' Foscari (e.g., Short Film Festival, Incroci di Civiltà, etc.) and in Venice (e.g., the Biennale, etc.), and communicating aspects their personal experience of the university and its city.

## Requisites for Applicants

In order to apply, you must:

- Possess a knowledge of:

Chinese, Turkish, Russian *OR* Spanish at the C2 level (writing and speaking) *AND* English at the B2 level

NB: These skills will be tested during the interview, so no certificates are required.

- Have not already carried out or been assigned another 200-hour collaboration (*collaborazione mirata*) with the university for the 2018/19 academic year
- Be a degree-seeking student enrolled at Ca' Foscari and, if enrolled in the second or third year of your degree, have acquired a certain number of credits depending on the year of their degree (for these credit requirements, see Article 4 of the official Italian call for applications, or *bando*)
- Be in good standing with the payment of your university tuition fees
- Not already possess a degree at the same level of current study (e.g., you cannot be studying for a bachelor's degree and already possess another bachelor's from a previous institution)

Ideal applicants will:

- Possess excellent oral and written communication skills in the target language
- Be familiar with the university as a whole, especially its international aspects
- Be capable of working both collaboratively and independently
- Be available for collaboration throughout the project's duration (April 2019 through February 2020)
- Possess a familiarity with the Microsoft Office suite and the social media most popular with the target linguistic area for which the candidate is applying

In addition, the following aspects will be favorably evaluated:

- Journalistic and/or communications experience
- A knowledge of additional languages beyond those required
- International study/work experience
- An enthusiasm for life in Venice and at Ca' Foscari

## How to Apply

To apply to be a student collaborator for the "Ca' Foscari on the Map" project, you must declare your candidacy by responding to the "Call for Applications" (*bando*). To do so, **please use your official Ca' Foscari email address (student number) to fill out [this Google Form](#) by 12:30pm on 22 March 2019. Please note that when filling out the form you will be obliged to attach a**

**complete and updated PDF version of your curriculum vitae and insert a brief statement of interest.**

## **Selection Process**

### ***Phase 1: Assessment of academic record and CV***

Applicants are first assessed by a comparative examination of their academic records and CVs to determine if they possess the following characteristics:

- enrolled in an undergraduate or graduate degree at Ca' Foscari; for details regarding the credits you must have earned by the deadline for application, please consult the Google Form or Article 4 of the full-length Italian-language call for applications
- a C2-level knowledge (written AND spoken) of one of the four target languages: Chinese, Russian, Spanish OR Turkish; applicants to the Chinese, Russian, Spanish and Turkish Teams must also possess a B2-level knowledge of English (written AND spoken)
- familiarity with the Microsoft Office suite
- familiarity with social media
- communications experience

### ***Phase 2: Interview***

If you satisfy the above-listed criteria, this will be communicated on **March 27** – both online and via email – together with the time and location of your interview.

The interviews will take place on **April 1 and possibly April 2**. The interview will be carried out by a committee and will serve as an opportunity to test and confirm your language skills (Team language + English) and your translation skills. It will also serve to evaluate your academic/work experience to determine how well these have prepared you for the activities associated with the job.

## **Announcement of Successful Applicants**

The ranked list of applicants indicating who have been selected to participate in the project will be posted on the website and communicated to your university email address by **April 4**.

## **Training**

There will be one 5-hour training session around **April 8**. Attendance will be obligatory.