

Call for Applications for 10 Student Collaborator Positions (170 hours) for the “Ca’ Foscari on the Map” project – 2019/2020 academic year, fourth edition

English synopsis of the Italian-language call for applications entitled “Bando per l’assegnazione delle attività di collaborazione (170 ore) di carattere mirato per il progetto ‘Ca’ Foscari on the Map’ – Quarta edizione – A.A. 2019/20” (DD no. 3021 /2020, prot. no. 74534 of 11 December 2019)

Please note: not all of the information contained in the Italian call for applications appears below. This is merely a synopsis.

DEADLINE TO APPLY: 10 January 2020

Office:	Outreach and Recruitment Unit of the International Office
Location:	Ca’ Foscari, main administrative building
Job title:	“Ca’ Foscari on the Map” Student Collaborator
Duration:	200 hours from February 2020 through early February 2021, averaging 4 hours per week except for the month of August and the two weeks of university closure in December
Remuneration:	€7.00 euro/hour + bonus of €397.00 if all hours are completed

NB: For assistance in reading the full Italian-language “Call for Applications” (*bando*) or filling out your application, please contact Krystina Stermole by writing to 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 Outreach and Recruitment Unit of the International Office (*Ufficio Relazioni Internazionali*).

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 through active participation on social network channels and through communication with prospective students from around the world.

Requisites for Applicants

In order to apply, you must:

- Possess a knowledge of:
 - English at the C2 level (writing and speaking) for the English team
 - Chinese, Turkish, Russian OR Spanish at the C2 level (writing and speaking) AND English at a minimum B2 level

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

- 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 your degree (for these credit requirements, see Article 4 of the official Italian call for applications, or *bando*, posted on the "Collaborazioni studentesche" page of the university website)
- Be in good standing with the payment of your university tuition fees
- Have not already carried out or been assigned another 170-hour collaboration (*collaborazione mirata*) with the university for the 2019/20 academic year
- Not already possess a degree at the same level of current study (e.g., you cannot be studying for a bachelor's degree having already previously completed another bachelor's degree)

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 and largely on campus (so, in the Venice area) for collaboration throughout the project's duration (February 2020 through early February 2021)
- 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 favourably 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
- An active presence on social media that demonstrates an interest in sharing about your life and experiences
- An open and pleasant demeanour and very strong communication skills

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 10 January 2020. 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, which will be carefully read and considered.

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 and active presence on social media
- communications experience

Phase 2: Interview

If you are eligible for an interview, this will be communicated by **January 17** – both online and via email – together with the time and location of your interview.

The interviews will take place on **January 20 and possibly January 21**. 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 **January 24**.

Training

There will be one 5-hour training session on **January 28**. **Attendance will be obligatory.**