

## ENGLISH-LANGUAGE SYNOPSIS:

### **Call for Applications for 3 Student Collaborator Positions to assist in the Outreach and Recruitment Unit of the International Office and 12 Student Collaborator Positions for the “Ca’ Foscari on the Map” international communication project – 2021/2022 academic year**

*English synopsis of the Italian-language call for applications entitled “BANDO PER L’ASSEGNAZIONE DELLE ATTIVITA’ DI COLLABORAZIONE DI CARATTERE MIRATO A SUPPORTO DEL SETTORE PROMOZIONE E RECLUTAMENTO DELL’UFFICIO RELAZIONI INTERNAZIONALI E DELLE ATTIVITA’ LEGATE AL PROGETTO “CA’ FOSCARI ON THE MAP – ANNO ACCADEMICO 2021/22” (DD rep. no. 2368/2021, prot. no. 122341 of 11 November 2021)*

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

### **DEADLINE TO APPLY: 3 December 2021 by 12.00pm**

**Office:** Outreach and Recruitment Unit of the International Office

**Location:** Ca’ Foscari, main administrative building

**Positions available:** **A. Outreach and Recruitment Unit student collaborator**

*Positions available:* 3 (200 hours)

*Duration and location:* 4-month period between January and December 2022; mixed in presence and remote

**B. Translator (Chinese, Russian, Turkish or Spanish)**

*Positions available:* 4, one for each language (150 hours)

*Duration and location:* 12 months from February 2022 to January 2023; mixed in presence and online, but mostly remote

**C. Social Media Coordinator**

*Positions available:* 4 (200 hours)

*Duration and location:* 6 months, either from January to June 2022 or July to December 2022; mixed in presence and online, but mostly remote

## **D. Social Media and Events Collaborator and Participant in the “Chat with an International Student” Service**

*Positions available:* 4 (200 hours)

*Duration and location:* 12 months from February 2022 to January 2023; mix of in presence and remote but being in or near Venice is necessary

**Remuneration:** €7.00 euro/hour + bonus (the bonus is received if all hours are completed and the collaboration is evaluated positively; for positions involving 150 hours, the bonus is €350.00; for positions involving 200 hours, the bonus is €467.00)

**NB:** For assistance in reading the full Italian-language “Call for Applications” (*bando*) or filling out your application, please write to [onthemap@unive.it](mailto:onthemap@unive.it).

## **Description of available positions and their associated activities**

All of the available positions will be coordinated and monitored by the Outreach and Recruitment Unit of the International Office (*Ufficio Relazioni Internazionali*). Some activities will be collaborative and others will be individual, and the rhythm of the different jobs vary, with some moments being more intense and others being calmer on the basis of the specific activities being carried out.

### ***Outreach and Recruitment Unit Student Collaborators (Position A above)***

The positions involve collaborating with the Unit on communication with international students considering the idea of enrolling at Ca' Foscari for a full degree programme, in particular via email. They also support the Unit's staff by carrying out daily office activities and collaborating in the realization of any events the Unit organizes.

### ***Student Collaborators of the “Ca' Foscari on the Map” International Communication Project (Positions B, C and D above)***

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 through the use of various channels (newsletters, social media accounts, etc.).

Each of the three kinds of positions needing to be filled contributes to the project by carrying out specific activities:

- Translators:
  - Translation of news about the university from English – or, when possible, Italian – into one of the languages of the Ca' Foscari on the Map project (Russian, Chinese, Turkish, or Spanish)

- Preparation of content for institutional international newsletters in Russian, Chinese, Turkish, and Spanish
- Production of original content for institutional communication about Ca' Foscari student life based on personal experience
- Social Media Coordinators:
  - Managing the International Office's student Instagram account @studentlifeinvenice (weekly programming and posting; coordinating social media collaborators producing the bulk of the content; producing content; managing communication on the channel by responding to DMs and comments; monitoring, analyzing and reporting on the performance of the account); potentially collaborating on the university's international presence on Facebook
- Social Media and Events Collaborators and Participants in the "Chat with an International Student" Service:
  - Assisting with communication with prospective international students by carrying out one-on-one Zoom chats
  - producing material for posting on the International Office's student Instagram account @studentlifeinvenice
  - producing promotional materials for use in the International Office's communication with the international community, including students
  - assisting with the planning and realization of online and in-person events organized by the International Office for prospective and current international students (e.g. Welcome Week events, foreign-language aperitifs, etc.)

## Requisites to Apply

In order to apply for ANY of the advertised positions, you must:

- be a degree-seeking student enrolled at Ca' Foscari – bachelor's students must be enrolled in the second or third year of study, while master's and doctoral students can be enrolled in any year of study;
- 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 at [www.unive.it/collaborazioni-mirate](http://www.unive.it/collaborazioni-mirate));
- be in good standing with the payment of your university tuition fees;
- NOT have already carried out or been assigned another student collaboration (*collaborazione mirata*) with the university for the 2021/2022 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 a previous bachelor's degree).

There are also requisites to apply for the specific positions, which are explained here below.

### A. Outreach and Recruitment Unit Student Collaborator positions

In order to apply, you must possess:

- A minimum B2-level knowledge of Italian according to the Common European Framework of Reference for Languages (CEFR) - Common European Framework of Reference for Languages (CEFR);
- A minimum B2-level knowledge of English according to the CEFR;
- A good knowledge of: university organization; academic offer; student services;
- The ability to act as an interface in the relationship between administrative / didactic structures and students;
- Autonomy and the ability to solve practical problems;
- The capacity to listen, to dialogue and to communicate and transmit information.

In addition, the selection committee will positively evaluate:

- Previous work experience of a similar nature and/or work carried out in teams;
- Knowledge of languages other than Italian and English;
- Experience abroad (living, working, studying, etc.);
- Familiarity with Microsoft Office suite;
- Skill in creating creative multimedia content (photo, video, etc.).

## **B. Translator (Chinese, Russian, Turkish or Spanish)**

In order to apply, you must possess:

- A C2-level knowledge of one of the four languages indicated above according to the Common European Framework of Reference for Languages (CEFR) - Common European Framework of Reference for Languages (CEFR);
- A minimum B2-level knowledge of English according to the CEFR;
- Advanced translation skills;
- Advanced writing skills in one of the target languages mentioned above;
- Autonomy and the ability to solve practical problems;
- Ability to interact and collaborate with professors and other students.

In addition, the selection committee will positively evaluate:

- Experience with journalistic writing;
- Experience with translation;
- Experience in communication;
- A knowledge of Italian.

## **C. Social Media Coordinators**

In order to apply, you must possess:

- A minimum C1-level knowledge of English according to the Common European Framework of Reference for Languages (CEFR) - Common European Framework of Reference for Languages (CEFR) – with advanced writing and oral communication skills;
- A good knowledge of the university's organization and its international aspects;
- Experience with and a passion for social networks, especially Instagram;
- Familiarity with how to program and manage the content of a social media channel, especially an Instagram account;
- A strong familiarity with the university's @studentlifeinvenice Instagram account;
- An active participation in university life outside the classroom;
- Leadership skills and the capacity to coordinate teamwork;
- Time management skills;
- Autonomy and the ability to solve practical problems.

In addition, the selection committee will positively evaluate:

- Previous experience in marketing and communication;
- Skill in creating creative multimedia materials (photos, videos, etc.);
- Experience abroad (studying, living, working, etc.).

#### **D. Social Media and Events Collaborator and Participant in the “Chat with an International Student” Service**

In order to apply, you must possess:

- A minimum B2-level knowledge of English according to the Common European Framework of Reference for Languages (CEFR) - Common European Framework of Reference for Languages (CEFR) – with advanced writing and oral communication skills;
- A good knowledge of the university’s organization and its international aspects;
- Experience with and a passion for social networks, especially Instagram;
- Familiarity with how to program and manage the content of a social media channel, especially an Instagram account;
- A strong familiarity with the university’s @studentlifeinvenice Instagram account;
- An active participation in university life outside the classroom;
- A strong capacity for storytelling and oral communication;
- Time management skills;
- Autonomy and the ability to solve practical problems;
- Capacity for teamwork;
- The intention to be in or near Venice for at least 9 months of the 12-month period of collaboration, particularly September 2022.

In addition, the selection committee will positively evaluate:

- Previous experience in marketing and communication;
- Previous experience in organizing and realizing events;
- Skill in creating creative multimedia materials (photos, videos, etc.);
- Experience abroad (studying, living, working, etc.).

## **How to Apply**

To apply for any of the advertised positions, 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 12:00pm on 3 December 2021**. 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.

Please note that you can apply for **AT MOST TWO** positions.

## **Selection Process**

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

Applicants are first assessed to determine if they satisfy the call for applications’ eligibility requirements.

## **Phase 2: Interview**

The interviews are expected to take place online from **December 13 to 16**. They will be carried out by a committee and will serve as an opportunity to test and confirm the skills relevant to the positions for which you are applying (communication skills, language knowledge, and, for translators, translation skills). They will also serve to evaluate your academic/work experience to determine how well these have prepared you for the activities associated with the position(s) for which you have applied.

If you satisfy the eligibility requirements, this will be communicated by **December 9** both at <http://www.unive.it/collaborazioni-mirate> and via your university email address. If you receive an email indicating that you are eligible for an interview it will include the link to use in order to connect with the selection committee on Zoom.

## **Announcement of Successful Applicants**

The ranked list of applicants indicating who has been selected to participate in the project will be posted on the website and communicated to your university email address by **December 20**.

## **Training**

There will be an **IN-PERSON** group training session in January, tentatively scheduled for **January 13**. **Attendance will be obligatory.**