ENGLISH-LANGUAGE SYNOPSIS:

Call for applications for 11 student collaborator positions in support of the “Ca’ Foscari on the Map” international communication project of the Outreach and Recruitment Unit of the International Office – 2022/2023 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 DELLE ATTIVITA’ LEGATE AL PROGETTO “CA’ FOSCARI ON THE MAP” DEL SETTORE PROMOZIONE E RECLUTAMENTO — UFFICIO RELAZIONI INTERNAZIONALI ANNO ACCADEMICO 2022-2023”

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

DEADLINE TO APPLY: 25 November 2022 by 12:00pm

Office: Outreach and Recruitment Unit of the International Office
Location: Ca’ Foscari, main administrative building
Positions available:

A. Translators (Russian or Spanish)

Positions available: 2, one for each language (150 hours)

Duration and location: 12 months from February 2023 to January 2024; mixed in presence and online, but mostly remote

C. Social Media Coordinator

Positions available: 4 (200 hours)

Duration and location: 6 months, either from February to July 2023 or July 2023 to January 2024; coordinators are placed in pairs – two for the first half of the calendar year, and the other two for the other half; mixed in presence and online, but mostly remote

D. Social Media Communication and Event Collaborator

Positions available: 5 (180 hours)

Duration and location: 12 months from February 2023 to January 2024; 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 180 hours, the bonus is €420.00; for positions involving 200 hours, the bonus is €467.00)

NB: For assistance in reading the full Italian-language “Call for Applications” (bando) (posted online at www.unive.it/dirittoallostudio al percorso “Collaborazioni a tempo parziale” > “Collaborazioni mirate”) or filling out your application, please write to 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.

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 or Spanish)
  - Preparation of content for institutional international newsletters in Russian or 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, Communication and Event Collaborator:
  - 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.)

**Eligibility**

In order to be eligible to apply for at least one of the advertised positions, you must:

A. be a degree-seeking student enrolled in a bachelor’s or master’s degree at Ca’ Foscari – bachelor’s students must be enrolled in the second, third or fourth year of study, while master’s students can be enrolled in first, second or third year of study (NB: bachelor’s students, however, are NOT eligible for the Social Media Coordinator positions);

B. be in good standing with the payment of your university tuition fees;

C. NOT have already carried out or been assigned another student collaboration (*collaborazione mirata o generica*) with the university for the 2022/2023 academic year;

D. 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)

E. have acquired a certain number of credits **by 25 November 2022** depending on the year of study in which you are enrolled:

   a) For full-time bachelor’s degree students:
      - at least 18 credits for students enrolled in the second year;
      - at least 60 credits for students enrolled in the third year;
      - at least 120 credits for students enrolled in the first year beyond the proper duration of the programme (fourth).
      
      For part-time bachelor’s degree students:
      - at least 12 credits for students in their second year;
      - at least 36 credits for students in their third year;
      - at least 60 credits for students in their fourth year;
      - at least 84 credits for students in their fifth year;
      - at least 102 credits for students in their sixth year;
      - at least 120 credits for students in their seventh year.

   b) For full-time master’s degree students:
      - at least 18 credits for students enrolled in the second year;
      - at least 60 credits for students enrolled in the first year beyond the proper duration of the programme (third).
      
      For part-time master’s degree students:
      - at least 12 credits for students enrolled in the second year;
      - at least 24 credits for students enrolled in the third year;
      - at least 42 credits for students enrolled in the fourth year;
      - at least 60 credits for students enrolled in the fifth year.

For more information about 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).
There are also requisites to apply for the specific positions, which are explained here below.

A. Translators (Russian or Spanish)

In order to apply, you must possess:
- A C2-level knowledge of one of the two languages indicated above according to the 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:
- A knowledge of Italian;
- Experience with journalistic writing;
- Experience with translation;
- Experience in communication.

B. Social Media Coordinators

In order to apply, you must be a master’s student (bachelor’s students cannot apply for this position).

You must also possess:
- A minimum C1-level knowledge of English according to the Common European Framework of Reference for Languages (CEFR) – with advanced writing and oral communication skills;
- A good knowledge of Ca’ Foscari’s: structural organization; academic offer; student services;
- 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 Outreach and Recruitment Unit’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.).

C. Social Media, Communication and Events Collaborators

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) with advanced writing and oral communication skills;
- A good knowledge of Ca’ Foscari’s: structural organization; academic offer; student services;
- Experience with and a passion for social networks, especially Instagram;
• A strong familiarity with the Outreach and Recruitment Unit’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 the month of September 2023.

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 the relevant Google form by 12:00pm on 25 November 2022:

• Application form for Translator positions ONLY
  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.
  If you apply for one of the translator positions, it is not possible to apply for the other positions. As a result, candidates who fill out both forms will not be evaluated for selection.

• Application form for Social Media Coordinator positions AND/OR Social Media, Communication and Events Collaborator positions
  Please note that eligible students can apply for one or the other or both of these positions (for the Social Media Coordinator position you must be a master’s student), but in doing so you cannot apply for a Translator position.
  When filling out the form you will be obliged to insert a brief statement of interest, which will be carefully read and considered, and to attach:
    1. a complete and up-to-date PDF version of your curriculum vitae;
    2. a self-produced video showcasing your conceptual creativity and technical skills in the production of multimedia materials for social media channels, especially Instagram. This video must:
      • be entirely your own work;
      • be recorded in English;
      • have a maximum length of 3 minutes;
      • have a maximum size of 50 MB;
      • be in one of the following approved formats: .mp4, .mov, .mwv, .avi.

  ADDITIONAL VIDEO RULES:
  • The video cannot show images of minors.
  • If the video shows the candidate, the candidate grants permission to the selection committee to view the video for the purpose of the selection by submitting it via the present form but can revoke this privilege at any time.
• If the video shows third-party adults, the candidate must have obtained their permission in order to include them in the video.

Selection Process

Phase 1: Assessment of technical eligibility, CV and, if relevant, the video submission

Phase 2: Interview
The interviews are expected to take place online from **December 5 to 7**. 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 **November 30** both online at [http://www.unive.it/collaborazioni-mirate](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.

Phase 3: Video (for Social Media Coordinator and Social Media, Communication and Events Collaborator positions)

The video must be produced entirely by the candidate and will be evaluated on the basis of the candidate’s creativity and technical skills in the production of video materials for the Instagram account @studentlifeinvenice. The video can relate to one or more aspects of a typical student day at Ca’ Foscari (for example: university events; student day; classes; campus; student associations; student services; Venetian life).

People may be present and appear in the images only if they are adults and it will be the responsibility of the candidate to request their permission to appear in the images used for the video.

The candidate will be asked to confirm the release for the use of images used for the video before uploading it to the Google application form.

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 14**.

Training

There will be an **IN-PERSON** group training session in January, tentatively scheduled for the afternoon of **January 12**. **Attendance will be obligatory.**