

AURORA

Student mobility traineeship

UNINA COINOR (University Service
Center for the Coordination of Special
Projects and Organizational Innovation)
traineeship offer

Co-funded by the
Erasmus+ Programme
of the European Union



COINOR (University Service Center for the Coordination of Special Projects and Organizational Innovation)

University Service Center for the Coordination of Special Projects and Organizational Innovation (COINOR). The COINOR Center coordinates and implements institutional communication and organizational innovation projects to promote the creation and consolidation of synergies between the University and the external stakeholders.

The COINOR carries out activities functional to the development and coordination of:

- Special projects of common interest to the University
- Dissemination projects and services to enhance the results of the University research activity
- Projects to improve Federico II promotion and development activities
- Projects for organizational innovation

Position title

The UNINA Aurora Admin Office based at the University Service Center for the Coordination of Special Projects and Organizational Innovation (COINOR) is looking for a multi-tasker clerical assistant with good communication skills to assist management of the Aurora office tasks, make reservations or travel arrangements, and be a positive presence in the workplace.

Position purpose

A management assistant must be comfortable with computers and general office tasks and have good verbal and written communication skills.

Duties and responsibilities

- Handling office tasks (filing, generating reports and presentations, setting up for meetings, and ordering supplies)
- Assistance in implementing project activities
- Making travel arrangements (booking flights, cars, and hotel and restaurant reservations).
- Transcribing minutes from meetings, support in creating presentations
- Support for the organisation and administration of project activities (meetings, dissemination activities)
- Administrative and financial activities (accounting and accountancy)

Qualifications

Field/s of study

Management and other related fields.

Level of study

Bachelor

Professional competences

Key competences/Language skills

English – B1/B2 – (Required)

Italian – A2 – Elementary (not mandatory)

Key competences/Computer skills

- Proficient in written and spoken English
- Prior experience in project-related activities and/or good knowledge of EU institutions and funding programmes
- Proficient user of Microsoft Office package and Google apps
- An organised way of working
- Motivated, flexible and adaptable

Key competences/Other

- Teamwork
- Planning and organizing
- Communication
- Initiative

How to apply

Please send your CV and cover letter (in English) to alessandro.arienzo@unina.it at least two months before the estimated leaving date [i.e., if you are planning to start your traineeship on September 1st, please send the application by July 1st maximum].

Facts

Economic sector: University

Size: staff > 2000

Working language/s: English

Type of work placement: Traineeship

City/Country: Naples/Italy

Earliest start date: 01/09/2022

Latest start date: 01/05/2023

Duration: 3 months

Working hours: 35 hours/week

Remuneration: Financial contribution: 0 EUR/month

Contribution in kind: none

Application

Required application documents

CV, cover letter (in English) to: alessandro.arienzo@unina.it