



Università
Ca'Foscari
Venezia

Call for applications for 12 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 – 2023/2024 academic year

Abridged English synopsis of the Italian-language call for applications entitled “BANDO PER L’ASSEGNAZIONE DELLE ATTIVITÀ DI COLLABORAZIONE DI CARATTERE MIRATO A SUPPORTO DELLE ATTIVITÀ LEGATE AL PROGETTO “CA’ FOSCARI ON THE MAP” DEL SETTORE PROMOZIONE E RECLUTAMENTO - UFFICIO RELAZIONI INTERNAZIONALI ANNO ACCADEMICO 2023-2024” (found online at www.unive.it/collaborazioni-mirate)

PLEASE NOTE: Not all of the information contained in the Italian call for applications appears below. This is an abridged version. For assistance with the full-length Italian-language call for applications (bando) or filling out your application, write to onthemap@unive.it.

DEADLINE TO APPLY: 1:00PM on 27 November 2023

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 each)

Duration and location: 12 months from February 2024 to January 2023; the collaboration is carried out both in presence and online, but mostly remotely

C. Social Media Coordinator

Positions available: 4 (200 hours each)

Duration and location: 6 months, either from February to July 2024 or July 2024 to January 2025; coordinators are placed in pairs – two for the first half of the calendar year, and the other two for the other half; the collaboration is carried out both in presence and online, but mostly remotely

D. Social Media, Communication and Event Collaborator

Positions available: 6 (180 hours each)

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 of service, 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 the “Ca’ Foscari on the Map” project and its student collaborator positions

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.) as well as to foster a sense of global community on campus via the planning and organization of international events and activities for the student body (International Welcome Week, Foreign-language Aperitifs, etc.).

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

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, more ideally, from Italian – into one of two languages: 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:
 - **This is a senior position and can only be applied for by master’s students**
 - management of 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 other social media, such as Facebook or TikTok
- Social Media, Communication and Event Collaborator:
 - producing material for posting on the International Office's student Instagram account @studentlifeinvenice
 - assisting with communication with prospective international students by carrying out one-on-one videocalls
 - assisting with the ideation and production of 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

NB: STUDENTS ENROLLED IN THE FIRST YEAR OF A CA' FOSCARI BACHELOR'S DEGREE ARE NOT ELIGIBLE TO RESPOND TO THIS CALL FOR APPLICATIONS.

Students enrolled in a bachelor's degree at Ca' Foscari who are in the second, third or "fourth" year (*primo anno fuori corso*) can apply for:

- one of the Translator positions
- OR**
- the Social Media, Communication and Event Collaborator position

Students enrolled in a master's degree at Ca' Foscari who are in their first, second or third year (*primo anno fuori corso*) can apply for:

- one of the Translator positions
- OR**
- the Social Media Coordinator position **AND/OR** the Social Media, Communication and Event Collaborator position

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

- A. be in good standing with the payment of your university tuition fees;
- B. have NOT already carried out or been assigned a student collaboration (*collaborazione mirata o generica*) with the university for the 2023/2024 academic year;
- C. NOT already possess a degree at the same level of current study (i.e., if you are currently enrolled in a bachelor's degree at Ca' Foscari but had already completed a previous bachelor's degree, you are ineligible);
- D. have acquired a certain number of credits **by 27 November 2023** 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 online at 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 Russian OR Spanish 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;
- 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;
- A good knowledge of Ca' Foscari's structural organization; academic offer; student services;
- 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:

- A self-produced video showcasing technical and creative skills, to be uploaded in the application form;
- Previous experience in marketing and communication;
- Advanced skills 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 2024.

In addition, the selection committee will positively evaluate:

- A self-produced video showcasing technical and creative skills, to be uploaded in the application form;
- 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**

(XXXXXX@stud.unive.it; or if you are not yet enrolled but intend to enroll by the relevant deadline, you can use a personal email address) to **FILL OUT AND SUBMIT ONLY ONE OF THE FOLLOWING GOOGLE FORMS** by 1:00pm on 27 November 2023:

- [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, you cannot apply for the Social Media Coordinator or Social Media, Communication and Events Collaborator positions.

- [Application form for Social Media Coordinator positions AND/OR Social Media, Communication and Events Collaborator positions](#)

Please note that bachelor's students can only apply for the collaborator positions, whereas master's students can apply for the collaborator AND/OR the coordinator positions.

If you 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 cannot ALSO 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 invited to attach:

1. a **complete and up-to-date PDF version of your curriculum vitae** (*obligatory*);
2. the **links to publicly accessible self-produced photos and videos (social media channels, blogs, etc.)**;

and/or

a **self-produced video showcasing your conceptual creativity and technical skills in the production of multimedia materials for social media channels, especially Instagram** (*all optional, but evaluated for points*).

If you provide a self-produced video, it 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, .m4v, .avi.;
- not show images of minors.

ADDITIONAL SELF-PRODUCED VIDEO RULES:

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 application 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 and will declare having done so.

Selection Process

PHASE 1: Assessment of technical eligibility, CV and, if relevant, the optional self-produced video and other self-produced materials available via online channels

If you satisfy the eligibility requirements, this will be communicated by **December 4** both online at <http://www.unive.it/collaborazioni-mirate> and via your university email address (if you do not yet have a university email address, the communication will be sent to the email address you used in the application form). 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 online via Zoom.

PHASE 2: Interview

The interviews are expected to take place online from **December 11 to 13**. 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/life experience to determine how well these have prepared you for the activities associated with the position(s) for which you have applied.

IN ADDITION for translator candidates:

You will be required to also connect to an online translation test, during which you will be provided via email with a text available in both English and Italian that you will need to translate into the language in which you have indicated expertise (either Russian or Spanish). You will be asked to write it by hand and then scan and email it to the selection committee for evaluation by a language expert.

IN ADDITION for Social Media Coordinator and Social Media, Communication and Events Collaborator candidates:

The committee will evaluate the self-produced creative materials you have provided (links to publicly accessible self-produced photos and videos on social media channels and/or a self-produced video prepared specifically for this selection process. While these materials are optional, they contribute to the points you are assigned during your evaluation. Eventual self-produced materials you make available will be evaluated on the basis of the creativity and technical skills, as well as on their suitability to a context like that of the Instagram account @studentlifeinvenice. The materials and/or video could, for instance, 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). NB: 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.

When uploading the video, the candidate will be asked to confirm that no minors appear in the video and that he/she has requested and obtained the right to use the images of eventual people appearing in the video.

PHASE 3: Announcement of selection results

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 no later than

December 22. If you have been selected, you will need to communicate your acceptance of the position

Training

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