

Call for Applications for 10 Student Collaborator Positions for the “Ca’ Foscari on the Map” project – 2020/2021 academic year, 5th ed.

English synopsis of the Italian-language call for applications entitled “Bando per l’assegnazione delle attività di collaborazione di carattere mirato per il progetto ‘Ca’ Foscari on the Map” – 5a ED – A.A. 2020/21” (DD no. 2470/202, prot. no. 74534 of 11 December 2020)

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

DEADLINE TO APPLY: 12 January 2021 by 12.30pm

- Office:** Outreach and Recruitment Unit of the International Office
- Location:** Ca’ Foscari, main administrative building
- Positions available:** A. Translator (Chinese, Russian, Turkish or Spanish) – 4 positions, one for each language (160 hours)
- B. Social Media Coordinator – 2 positions (200 hours)
- C. Social Media and Events Collaborator – 4 positions (200 hours)
- Duration:** Early February 2021 through mid February 2022, averaging 3-5 hours per week except for the two central weeks of August
- Remuneration:** €7.00 euro/hour + bonus (the bonus is received if all hours are completed and the collaboration is evaluated positively; for positions involving 160 hours, the bonus is €373.00; 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. Please note that the office will be closed from December 24 until January 6.

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 through the use of various channels (newsletters, social media accounts, etc.) in English and four additional target languages:

- Chinese
- Russian
- Spanish
- Turkish

Each of the three kinds of positions needing to be filled contribute 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 International Office's presence on Facebook
- Social Media and Events Collaborators:
 - 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.)

Activities 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 jobs may vary, with some moments being more intense and others being calmer.

Requisites for Applicants

In order to apply for any of the positions available, 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)
- 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 2020/21 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)

In order to apply for the **translator positions**, you must:

- possess a C2-level knowledge of one of the project's languages (Russian, Chinese, Turkish or Spanish) AND a minimum B2-level knowledge of English

Ideal applicants for the **translator positions** will:

- have excellent writing skills in the chosen language and previous translation experience
- be an independent self-starter with problem-solving skills
- be capable of working both collaboratively and independently
- have a familiarity with the Microsoft Office suite
- have experience in communication and/or journalism

In order to apply for the **social media coordinator positions**, you must:

- possess a minimum C1-level knowledge of English and a minimum B2-level knowledge of Italian

Ideal applicants for the **social media coordinator positions** will:

- have experience with and a passion for social media, especially Instagram
- be familiar with the university as a whole, especially its international aspects
- be familiar with the university's study offer
- have excellent written and oral communication skills
- have leadership capabilities and experience with the organization of collaborative work in groups
- be skilled in collaboration and cooperation
- have excellent time management and organizational skills
- be capable of multitasking and managing stress
- be capable of problem solving
- have a familiarity with the Microsoft Office suite
- experience with the creation of creative multimedia products (video, photography, etc.)
- the intention to be in or near Venice for the majority of the period of collaboration
- if possible, have a knowledge of languages beyond English and Italian and experience living abroad as a student
- if possible, have professional experience in journalism, communication, marketing and/or organization of events.

In order to apply for the **social media and events collaborator positions**, you must:

- possess a minimum B2-level knowledge of English

Ideal applicants for the **social media and events collaborator positions** will:

- have experience with and a passion for social media, especially Instagram
- be familiar with the university as a whole, especially its international aspects
- be familiar with the university's study offer
- have excellent written and oral communication skills
- have experience with the organization of collaborative work in groups
- be skilled in collaboration and cooperation
- have excellent time management and organizational skills
- be capable of multitasking
- the intention to be in or near Venice for the majority of the period of collaboration

- experience living abroad as a student
- if possible, have experience with the creation of creative multimedia products (video, photography, etc.)
- if possible, have a knowledge of languages beyond English
- if possible, have professional experience in communication, marketing and/or organization of events.

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 12 January 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.

You can request to be considered for more than one of the positions available.

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

If you satisfy the eligibility requirements, this will be communicated by **January 15** both at <http://www.unive.it/collaborazioni-mirate> and via email to your university email address. The email you receive will include the link to use in order to connect.

The interviews are expected to take place on **January 19 and possibly January 20**. They will be carried out ONLINE 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.

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 **January 25**.

Training

There will be a group training session on January 28. Attendance will be obligatory.