



## **Erasmus traineeship at the European Documentation Centre (EDC) of the University of Macerata (Italy) - Year 2018**

We are looking for trainees (one at a time) for year 2018 to work at the European Documentation Centre (EDC) of the University of Macerata (Italy). Please consider that the University is closed during Christmas holidays and partially in August.

The trainees should possibly have the following skills:

- some knowledge of the EU institutions
- advanced knowledge of the English language (level C1)
- intermediate knowledge of the Italian language (level B1)
- abilities to use Microsoft Office Programmes
- abilities to surf the net and find relevant information
- abilities to use social medias
- willingness to work in a team

After the necessary training, the trainees will be asked to perform the following tasks:

- follow the news published by the European Commission and the Council of the European Union
- add the news sources from those institutions to the Electronic sources of the EDC website
- review the Think tank EU website and write small reports
- take part in the organisation of events
- write small weekly reports on main matters debated by EU institutional bodies and create posters to hang on the noticeboards of the Department and to publish in the EDC website
- contact local bodies and schools to involve in EDC activities

To apply please submit an updated CV (Europass format downloadable at the page: <http://europass.cedefop.europa.eu>) and a letter of motivation to the following email address: [antonella.bettoni@unimc.it](mailto:antonella.bettoni@unimc.it), and indicate the period for which you are interested in doing the internship.

More info about the traineeship at the following page of the EDC website:

<http://giurisprudenza.unimc.it/it/ricerca/laboratori-e-centri-di-ricerca-1/cde/internship-at-the-edc/about-the-internship>

EDC contacts

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