

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 Communication Office based at the University Service Center for the Coordination of Special Projects and Organizational Innovation (COINOR) is looking for dedicated students to join our team. The Junior communications officer will support our internal and external communications strategy in the frame of the Aurora WP6.2 activities, writing and circulating dissemination material, organising local project events, supporting the social media management, providing minutes for the Comms meetings.

Position purpose

The role of the Junior Communications Officer is to support the development of engaging communications content and our internal and external communications strategy.

Duties and responsibilities

- implementing Aurora project Strategies & Plans
- managing social media project activities on Facebook, Instagram and Twitter
- creating and publishing promotional materials: graphics and videos
- promoting training events and activities of the project consortium
- assisting in setting up Facebook & Instagram project campaigns to external stakeholders and other University Alliances

- monitoring and analysing the impact and reach of communication content put online.
- participating in internal and external meetings and reporting back to the Communication Managers.

Qualifications

Field/s of study

Communication, international relations, EU affairs or other relevant areas.

Level of study

Bachelor

Professional competences

Key competences/Language skills

English – B1/B2 – (Required)

Italian – A2 – Elementary (not mandatory)

Key competences/Computer skills

- Ability to write engaging communication and policy messages.
- Computer literacy, including the ability to work with Microsoft Office, web-based software and programmes such as Photoshop, Adobe or equivalent
- Good organisational skills

Key competences/Other

- Teamwork
- Critical and analytical thinking
- 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