



**SELECTION NOTICE TO DRAW UP A RANKING LIST AND AWARD REMUNERATION TO 15
SUCCESSFUL CANDIDATES WHO SHALL COOPERATE AS LANGUAGE ASSISTANTS
WITHIN THE FRAMEWORK OF THE PROJECT
“LET’S SPEAK ENGLISH- PARLIAMO INGLESE.”**

The University of Padova, as part of its institutional policy aimed at promoting orientation initiatives addressed to secondary school students, publishes a selection notice to draw up a ranking list and award remuneration to 15 successful candidates who shall cooperate as Language Assistants within the framework of the “LET’S SPEAK ENGLISH- PARLIAMO INGLESE” project, funded by the Cassa di Risparmio Foundation of Padua and Rovigo through the "Attivamente" project.

The initiative aims to encourage the use of English by students attending secondary schools in the provinces of Padua and Rovigo through 'informal' and/or thematic conversations with foreign students appropriately selected by the University.

Art. 1 Job Description

The tasks for linguistic support activities referred to in this call include:

- Design and organization of n.15 meetings, 2 hours each, at secondary schools located in area of Padova or Rovigo;
- Holding informal interviews and/or thematic conversations in English with the students belonging to the classes participating in the project, as also highlighted by the teachers concerned.

The above mentioned activities are to be carried out between December 2018 and May 2019, according to the schedule of meetings defined with the hosting secondary schools.

Art. 2 Admission Requirements

Eligible students are:

- students participating in an exchange programme (Erasmus + for studies, SEMP, ect.) during the first semester of a.y. 2018-19;
- foreign students regularly enrolled in a full degree course at the University of Padova.

Applicants are required to be fluent in English (C1 as minimum level).

Art. 3 Application procedure and deadline

Interested candidates are requested to apply online at the following links

www.unipd.it/target/studentesse-e-studenti/studenti-internazionali or www.unipd.it/en/part-time-job-opportunities (using their Single Sign On username and password) and upload their CV and language certificates (applicable only to non-mother tongue candidates).

Application deadline: November 16th 2018, 1.00 p.m

Art. 4 Selection criteria and Assessment

The assessment will consist of an interview aimed at testing the language competence, the features required and candidates' motivations. Preference will be given to candidates holding language certificates (level C1 or higher – certificates are requested only to non-mother tongue candidates) and with advanced communication and interaction skills. Priority will be given in any case to native English speaking candidates.

The assessment will be based on a grading scale ranging from minimum 18 to maximum 30 marks. Candidates scoring less than 18 will be rejected.

The interview shall take place on **21st November 2018** at 9.30 a.m. in “Aula Canova” of Palazzo Storione (entrance from Galleria Storione n.9) - Padova, and it shall continue, if needed, on 22nd November starting from 2.00 p.m.

Art. 5 Ranking list

The Rector shall appoint a Selection Committee composed of senior administrative staff of the Guidance and Tutoring Unit and the International Office.

The ranking list, formulated according to the descending order of the score obtained at the interview, will be available at: www.unipd.it/target/studentesse-e-studenti/studenti-internazionali & www.unipd.it/en/part-time-job-opportunities

Selected candidates shall be directly contacted by the Guidance and Tutoring Unit to arrange for the signature of the contract.

Art. 6 Remuneration

Selected candidates will be awarded the following remuneration:

- € 1.600,00 (gross) for selected candidates who will carry out their activities at Schools based in the municipal territory of Padua;
- € 1.700,00 (gross) for selected candidates who will carry out their activities at Schools based in the province of Padua;
- € 1.800,00 (gross) for selected candidates who will carry out their activities at Schools based in the province of Rovigo.

They shall submit a final report of the activities carried out at the end of the work term, in compliance with the pre-arranged engagements.

The activity will be coordinated by a Guidance and Tutoring Unit staff.

The University shall reserve the right to monitor ongoing activities and to cancel the contract should not the assigned tasks be properly carried out, as also reported by the host institution, or should not the selected candidates be able to fulfill their duties.

Art. 7 Final provisions

The assignment of the above mentioned activity does not in any way constitute a subordinate employment relationship and does not give rise to any evaluation for the purposes of public competitions.

Alessandra Biscaro, Head of the Student Service Office, is appointed as person responsible for the administrative procedure regarding the project implementation, under art. 4 of Law 241 dated 7 August 1990.

Candidates are entitled to have access to the records of the selection proceedings, in accordance with the provisions laid down in Presidential Decree no. 184 dated 12 April 2006 on how to get access to administrative documents, under Chapter 5 of the above mentioned Law no. 241/90.

All personal data provided by candidates are dealt with in compliance with GDPR-General Data Protection Regulation n. 679, dated 27th April 2016 and solely for the purposes of this selection procedure. The University of Padua, with legal address in Via 8 Febbraio, 2 - 35122 Padova, is responsible for the processing of personal data.

The complete information is available at www.unipd.it/privacy.

This notice is also translated into English for information purposes only.

For the application and resolution of any dispute and for any legal effect, only the Italian version is valid.

For further information:

Student Service Office - Guidance and Tutoring Unit
phone. 049.827 3554-3534 e-mail: orienta@unipd.it

Padova, 31/10/2018