



**INTERNATIONAL TUTOR
ACADEMIC YEAR 2024/2025**

Abstract in English

MISSION

The mission of the International Tutor is to support the DSEA International Mobility Office and the exchange students (hereinafter "the students") at the Department of Economics and Management "Marco Fanno" (hereinafter "DSEA") with regard to:

- teaching organisation;
- welcome activities;
- introduction to Uniweb and Moodle platforms;
- sharing good practices in classroom and with instructors.

The International Tutor will also support the International Desk and international students regularly enrolled at DSEA Master's Degree Courses with regard to:

- welcome activities.

No. 1 International Tutor will be recruited for the entire academic year. The total commitment required is 30 hours.

REQUIREMENTS

The International Tutor will be selected among the students enrolled at DSEA's Bachelor's and Master's degree programs in the a.y. 2023/2024, who intend to enrol in one of the DSEA's Study Courses for the a.y. 2024/2025.

The International Tutor should preferably have already had international experience: this will enable him/her to easily understand the needs and main challenges exchange and international students face. Moreover the International Tutor must be able to communicate in English in order to provide the mentioned students with adequate assistance.

RECRUITMENT AND SELECTION

The recruitment period is scheduled from 21 June 2024 to **4 July 2024 at 12:00 PM**.

To submit the application is mandatory to fill in the online form on the Moodle SESP page of the International Mobility Office: <https://sesp.elearning.unipd.it/course/view.php?id=470>

Date and time of the motivational interviews will be communicated to applicants by email. Interviews will take place from 8 to 11 July 2024. Interviews may take place in person or on Zoom.

The selection will consist of a motivational interview, aimed at both examining the candidate's previous experiences (e.g. international and professional experiences, mobility for study experiences, etc...), and the knowledge of the English language and the Uniweb and Moodle platforms.

The Evaluation Committee will be composed by the Associate Dean for International Relations (or his/her delegate) and a member of the DSEA International Mobility Office.

In the case of a tie, preference is given to the younger candidate.



The final ranking will be published on the DSEA website www.economia.unipd.it and sent by e-mail to the candidates starting from 15 July 2024.

CONTACTS

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PERIODIC BRIEFINGS

Following the outcome of the selection process, a meeting will be held with the selected student in order to explain in detail the activities required. Periodic briefings with the Staff will also be scheduled throughout the year.

MAIN ACTIVITIES

The main tasks of the International Tutor are:

- to help exchange and international students to settle into DSEA;
- engaging international students into DSEA life inside (study rooms, libraries, canteens, ect...) and outside the classroom;
- be available for exchange students' needs (via email, telephone, video call and social networks);
- organise some activities involving other DSEA students, to facilitate the integration of international students;
- attend the welcome events;
- keep the staff informed and communicate any issue that needs to be addressed promptly.

COMPENSATION

At the end of the year and in the case of a positive evaluation expressed by the DSEA Associate Dean for International Relations and the Staff, a compensation of Euro 500.00 (gross amount) will be paid. The tutor will be required to produce a short final written report on his/her work.

Padova,
Prof.ssa Paola Valbonesi

Dean of the Department of Economics and Management "Marco Fanno"