



POLI.design

FOUNDED BY
POLITECNICO DI MILANO

Position: International Affairs Area

Requirements:

- Italian or overseas nationality
- Compulsory known languages:
 - Italian: fluent, written and oral
 - English: fluent, written and oral
 - Third language: Spanish, Portuguese, Chinese: would be an advantage
- Technological skills: knowledge of the FB social network and the WECHAT App for China
- Graphic skills: knowledge of basic graphics programs (indesign, illustrator, powerpoint) would be an advantage

Activities to be carried out :

On-demand and catalogue training programmes for abroad:

- Support for the coordination and management of international programmes, as indicated by the head of the International Affairs Office
- Support for relations with the teaching staff, as indicated by the head of the International Affairs Office
- Reception and secretarial services for international delegations visiting the headquarters of POLI.design in Milan
- Communication on the FB international and WECHAT China channel of the activities related to internationalisation, processing of communications/news on the programmes/events carried out, to be transmitted to the Communications Office for the institutional page of POLI.design. Languages to be used: Italian and English
- Any other supporting activities that can be identified with the finalisation of new on-demand programmes □ Analysis and digitalisation of course evaluation questionnaires and completed masters
- Drafting of training proposals/coaching for innovation, as directed by the head of the International Affairs Office

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Società consortile
a responsabilità limitata

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Promotion section:

- We are looking for a desk of new recruiting agencies for international students, to be contracted
- Follow up with international student recruiting agencies, already contracted

Psychological-aptitude skills:

- Professionalism and seriousness
- Precision and quality
- Good relational skills with staff and faculty, as well as in any relationships with partners, customers and suppliers
- Willingness to grow and invest in the activities of the International Office

Other: Availability for possible international travel, of short duration, if requested

Place of work: Milan

Availability: full time from the end of September 2019

Type of contract: to be defined

Candidates are requested to send their CV to the following address: personale@polidesign.net **by 13.00 (Italian time) on the 10th of December, 2019**

Candidates of either gender may apply (Law 903/77), please include your consent to use sensitive data in accordance with current legislation on privacy (Article 13, Legislative Decree 196/03).

Note: the information below will be attached with the curriculum vitae. The transmitted CVs will not be taken into consideration unless accompanied by this privacy statement

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