

**INTERNATIONAL TUTOR
ACADEMIC YEAR 2023/2024**

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;
- managing Uniweb and Moodle;
- sharing good practices in classroom and with teachers.

REQUIREMENTS:

The International Tutor will be selected among the students enrolled in DSEA's Study Courses in the a.y. 2022/2023, who intend to enrol also for the a.y. 2023/2024 in one of the DSEA's Study Courses.

The International Tutor should preferably have already had international experience: this will enable him/her to easily understand the needs and potential difficulties of exchange students at DSEA and to communicate in English, providing them with adequate assistance.

NUMBERS:

DSEA will approximately host 150 exchange students in the first period of the a.y. 2023/2024 or during the entire a.y. 2023/24 and potentially another 50 will arrive for the second period.
Based on these numbers, 1 (one) International Tutor will be recruited.

RECRUITMENT AND SELECTION:

The recruitment period is: from 26 June 2023 to **14 July 2023 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 interview will be communicated to applicants by email. Interviews will take place from 17 July 2023. Interviews may take place in person or on Zoom.

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

The Commission 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 3 August 2023.



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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 DSEA International Mobility Office staff will also be scheduled throughout the year.

MAIN ACTIVITIES:

The main activities of the International Tutor are:

- stay in touch with students from abroad on exchange at DSEA;
- introduce him/herself and be available for any information;
- be available for exchange students (via email, telephone, video call and social networks) in case of needs;
- organise some activities involving other DSEA students, to facilitate the integration of international students;
- attend the welcome events;
- stay in touch with the DSEA International Mobility Office and promptly communicate any specific case that requires urgent actions to be undertaken.

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 International Mobility Office, a compensation of Euro 400.00 (gross amount) will be paid.

Padova,
Prof.ssa Paola Valbonesi

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