



**Advertisement for the position of
a Resident Advisor for the activities of the Language Cafè
at LUISS Guido Carli University
Rome, Italy**

Academic year 2017 - 2018
(beginning of September 2017- end of May 2018)

LUISS Guido Carli is one of the most prestigious universities in Italy. It consists of four Departments (Economics and Finance, Business and Management, Political Science and Law), four Schools (School of European Political Economy, Business School, School of Government, and School of Law) and offers a wide range of undergraduate, graduate and post-graduate education.

The academic staff consists of top-level professors and professionals that bring their experience directly into the classroom. Ethics, responsibility and sustainability are key concepts that permeate all study plans. In fact, the programs aim to develop and strengthen the transversal skills increasingly in demand in the workplace, including teamwork, problem-solving and communication skills. Its goal is not simply to convey knowledge but to “instill flexibility” in young people, giving them a sense of mastery over their future.

LUISS Guido Carli (hereinafter: LUISS) is seeking a **Resident Advisor for the LUISS Language Cafè**. The candidate must be a recently graduated native-English speaker with a good knowledge of Italian (intermediate level), a strong academic record and an outgoing personality.

Among his/her activities, the advisor will be involved in the activities of the *Internationalization at Home* Project as well. One of the primary aims of this program is to expand a new model of experiential learning in international environments throughout our university. The goal is not only to raise language proficiency but also to strengthen professional and digital skills, to promote best practices and to enhance creativity and performance. The selected Advisor will be directly involved in this process and will thus have the opportunity to foster and contribute his/her own talents and to add value to his/her professional and personal set of skills.

The Advisor for the activities in English will have the following **roles**:

- Designing and hosting activities in English for LUISS students: activities may include but not necessarily be limited to meetings and debates concerning geopolitical or economic issues, workshops on professional presentations (*curricula vitae*, interviews, oratory and writing skills), research techniques, technological skills, or whatever particular areas of specialization or interest are related to the collaborator;
- Assisting students in peer to peer activities and events held in English or in the production of digital material;
- Providing advice and editorial supervision on communications, *curricula vitae*, essays, presentations and proposals written in English by students and staff;
- Creating educational material in English for students and staff;
- In addition, the Advisor will attend 2 LUISS courses, one per semester, to be freely chosen by the applicant among those offered by LUISS (courses are to be chosen **by June 5, 2017**).

The activities related to the experiential learning will involve the Advisor on average 25 hours per week.

In return, LUISS will offer:

Services:

- free meals at LUISS Canteen: lunch (12:00 p.m. - 2:30 p.m.) and dinner (7:00 p.m. - 9:00 p.m.) from Monday to Sunday, <http://www.luiss.edu/news/2016/08/05/university-cafeteria-transforms-high-quality-catering-service>
- single room accommodation within the premises of LUISS residences (provided with air conditioning, mini-fridge, sheets, cleaning service);
- wireless internet connection;
- full access to the library, study areas and sports fields;
- consultation with our Doctor on personal medical issues(*)).

Cultural activities:

- access to all *Internationalization at Home* activities, such as seminars and workshops, meetings with prominent personalities from the cultural, scientific and business spheres and laboratories on photography, theatre, poetry, technology, etc.);
- the chance to take part and organize cultural activities at the Language Café <http://www.luiss.edu/news/2015/04/02/luiss-language-cafe-make-it-yours>;
- Attendance of two LUISS courses, one per semester, to be freely chosen by the applicant among those offered by LUISS.

LUISS will also grant the advisor a scholarship of € 500 per month, for 9 months.

(*) Health Insurance: you are strongly advised to extend your own personal health insurance (tailored on your personal condition) outside the US.

In the case that you cannot extend your personal insurance, you can activate an Italian Health Insurance Policy. In the latter case, you are responsible for this cost, which is not usually more than 300 € (Health Insurance Policy + Registration to the Italian Health Care Service). Further info will be given before departure.

APPLICATION PROCEDURES

Please note that you must follow two different procedures: one to apply for the position at LUISS, and one to the Italian diplomatic representatives to obtain a Student Visa.

Application to LUISS

In order to apply to LUISS, candidates are required to send the following documents:

- *curriculum vitae* (résumé);
- university record (transcript);
- a proof (certification or letter from a professor) stating the applicant's knowledge of Italian;
- two letters of reference;



- one letter of self-presentation (including personal interests, artistic and technological skills, etc.)

Please send them electronically to Nancy.L.Canepa@dartmouth.edu.

The **deadline** for the application is **January 30, 2017**.

Short-listed candidates will be interviewed via Skype by a LUISS Commission by **February 20, 2017**.

The selection results will be communicated by e-mail to the applicants by **March 6, 2017**. The selected candidate will be required to confirm his/her acceptance through written notification within 2 weeks from the notification of results.

For further information, please write to residentadvisor@luiss.it.

How to obtain a Student Visa

In order to live in Italy as a student for over 90 days you must obtain a year-long Student Visa from the Italian diplomatic representatives in the US (Consulates or Embassy).

After having completed the procedure to enroll in single courses, you will receive an official letter from LUISS in order to apply for the Student Visa. Please note that the procedure might take up to 2 months, so we strongly recommend to apply as soon as possible once the letter is issued.

For any information see:

<http://www.study-in-italy.it/php5/study-italy.php?idorizz=3&idvert=11&lang=EN>;
<http://vistoperitalia.esteri.it/home/en>

*It is your responsibility to complete the procedure **before** you arrive in Italy. Without a regular visa, LUISS will not be able to confirm the offer described above.*