

ADVERTISEMENT FOR LIMITED DURATION POSITIONS (max. 200 HOURS) FOR STUDENTS OF UNIBZ FOR THE YEAR 2021

Start of the call:
Monday, 26th October 2020
Deadline for the online application:
Sunday, 15th November 2020 – 12.00 midnight

Art. 1 Area of application

The present selection procedure is reserved for students at the unibz as indicated under Article 3 in this advertisement.

The rate paid, exempt from personal income tax and local income tax, is €10.00 per hour.

In 2021 the students can work a maximum of 120 hours per academic year; although it could happen that students work less than 120 hours per year.

The work cannot be regarded as fully employed work and cannot be taken into consideration for any competition for a position in the public administration.

The University will stipulate an insurance policy to cover the student against accidents.

Art. 2 Areas of activities

Students who wish to apply for one of these positions have to indicate in their application three of the areas/activities listed below (the choice of three options is obligatory):

- a) Assistance in the various University offices of the central administration in Bolzano/Bozen
 Campus: Bolzano/Bozen
 Estimated number of available places¹: **50**
 Activities: administrative activities such as filing of documents, data gathering, data input, interviews, internet searches, assistance at events, editing of information material etc.

- b) Support activities for the faculties in Bolzano/Bozen
 Campus: Bolzano/Bozen
 Estimated number of available places¹: **58**
 Activities: administrative activities for the secretariats, assistance for the teaching staff, assistance at events, supervision during intermediate examinations in the presence of the professor etc.

¹ The definitive number of places will be approved in December by the University Council.

- c) Assistance in the Faculty of Design and Art in Bolzano/Bozen (only for students of the Faculty of Design and Art)
 Campus: Bolzano/Bozen
 Estimated number of available places¹: **24**
 Activities: administrative activities, assistance for the teaching staff, collaboration in the completion of various projects, assistance in the Faculty of Design and Art's workshops in the FabLab BITZ etc.
- d) Assistance in the project „By Design or by Disaster 2021“ of Prof. Krois in the Faculty of Design and Art in Bolzano/Bozen (only for students of the Faculty of Design and Art)
 Campus: Bolzano/Bozen
 Estimated number of available places¹: **6**
 Activities: Work in the preparation of the Conference By Design or by Disaster 2021 (Visual Communication, Web Design, Media Design, Social Media and press communication, Spacial Design and setup of spaces, Speaker and partner relations, cooking and catering, photography, video recording and cut)
- e) Assistance in the Staff Unit Press and Event Management in Bolzano/Bozen
 Campus: Bolzano/Bozen
 Estimated number of available places¹: **30**
 Activities: administrative activities, assistance at events (for example JuniorUni, LUNA, scientific congresses, Degree Ceremonies in Bolzano/Bozen and in Bressanone/Brixen, Dies academicus), assistance in graphic design work for events, editing of information material, management and organisation of the warehouse, etc.
- f) Assistance in Bressanone/Brixen, i.e. in the Secretariat of the Faculty of Education or in the various administration offices or in the University Library Bressanone/Brixen
 Campus: Bressanone/Brixen
 Estimated number of available places¹: **88**
 Activities: administrative activities such as filing of documents, data gathering, data input, interviews, internet searches, assistance for the teaching staff, assistance at events, supervision during intermediate examinations in the presence of the professor, editing of information material, documentation of didactic material in the didactic laboratory etc.
- g) Assistance in Brunico/Bruneck, i.e. in the Secretariat of the Faculty of Economics and Management, or in the Competence Center Tourism and Mobility or help with general supervision during Brunico/Bruneck Library's opening hours
 Campus: Brunico/Bruneck
 Estimated number of available places¹: **18**
 Activities (Faculty of Economics and Management and Competence Center Tourism and Mobility): administrative activities for the secretariats, assistance for the teaching staff (including research, data collection and interviews), assistance at events, supervision during intermediate examinations in the presence of the professor etc.
- h) General supervision during Bolzano/Bozen Library's opening hours
 Campus: Bolzano/Bozen
 Estimated number of available places¹: **35**

- i) Specific work as Student advisor and support/assistance for disabled students (for this area the students have to participate in an interview)

Estimated number of available places¹: **20**

Activities:

- Student advisor: information and advice for prospective students and cooperation in promotion events that aim to market the University in Italy and abroad, for example visits to secondary schools, helping with events for the public, taking part in higher education fairs;
- Support and assistance for disabled students.

Some organizational and administrative work is also part of the job.

Students are not allowed to undertake any work that can be considered teaching work, work connected to exams or work involving taking on administrative responsibilities.

If students are admitted through the ranking list to more than one area of activity, the Personnel Office for Administrative Staff reserves the right to decide about assignment to one of the areas.

Art. 3 Prerequisites for applicants

Students at unibz who are regularly enrolled in the following degree courses for the 2020/2021 academic year and who meet the following prerequisites can apply:

Undergraduate (Bachelor's) courses:

Enrolment year	Minimum number of credit points (CP)
2	24
3	48
1st year 'fuori corso'	72

Postgraduate (Master's) courses (2 years):

Enrolment year	Minimum number of credit points (CP)
1	/
2	24
1st year 'fuori corso'	48

Postgraduate 5-year Master's degree:

Enrolment year	Minimum number of credit points (CP)
2	24
3	48
4	72
5	96
1st year 'fuori corso'	120

Students who cannot apply:

- 1st year undergraduate (Bachelor's) students and postgraduate 5-year Master's degree students;
- students who have taken at least one more than the normal number of years for a degree course;
- students enrolled on training courses, Studium generale, PhDs and first and second level Master's (executive Master's);
- students enrolled on single courses and Senior Students;
- incoming students participating in the international programs (Erasmus, Freemover etc.);
- students who have any other paid work with the University.

Art. 4 Application

Applications should be presented online via

<https://cockpit.scientificnet.org/pages/students/jobapplication.aspx>.

All information will be sent to the Personnel Office Administrative Staff electronically.

The decree governing the advertisement, the advertisement itself and the 'Regulation concerning students working for the University' can be accessed via <https://guide.unibz.it/en/life-on-campus/student-jobs-120-h/>

Anyone who wishes to apply for a position should first ensure that all the details concerning their postal address are correct and make any corrections in the Cockpit before applying. Click on "settings" > "Contact details for students" (direct link:

<https://cockpit.scientificnet.org/pages/settings/student/personaldetails.aspx>).

Applications must be filled in and sent by 15th November 2020, 12.00 midnight.

Art. 5 Ranking lists

In order to form the ranking list for every area of activity according to art. 2 of the present advertisement, the performance criteria will be considered in descending order and, where required, the result of the interview will be taken into consideration.

(1) For first year students of the postgraduate (Master's courses - 2 years) the final graduation mark of their Bachelor's course will be considered. If a student graduated abroad, the average final graduation mark of 103/110 will be used (AlmaLaurea Data).

The calculation is carried out according to the following formula:

$$\frac{\text{Final Bachelor's graduation mark of the student} - \text{minimum}}{\text{maximum} - \text{minimum}}$$

(2) For all other students the number of credit points achieved as of 31.10.2020 will be considered:

The calculation is carried out according to the following formula:

$$\frac{\text{Number of credit points of the student} - \text{minimum}}{\text{maximum} - \text{minimum}}$$

Undergraduate (Bachelor's) courses:

Enrolment year	maximum	minimum
2	60	24
3	120	48
1st year 'fuori corso'	180	72

Postgraduate (Master's) courses (2 years):

Enrolment year	maximum	minimum
1	Final graduation mark bachelor: 110 cum laude/110 (=111)	Final graduation mark bachelor: 66/110 (=66)
2	60	24
1st year "fuori corso"	120	48

Postgraduate 5-year Master's degree:

Enrolment year	maximum	minimum
2	60	24
3	120	48
4	180	72
5	240	96
1st year 'fuori corso'	300	120

(3) In the event of an equivalent value final degree (first year students of the postgraduate (Master's) courses) or an equivalent value credit point score (for all other students), the grade point average will be considered.

For this purpose, first year students of the postgraduate (Master's) courses (two years) must enter their average grade (expressed in thirtieths) in the portal calculated by their university of origin. If the Bachelor's degree was obtained abroad, the student must also upload a grading scale showing the lowest positive and the highest possible grading. If the average grade is not given and/or the grading scale is missing, the student will automatically be excluded from the procedure. In the event of inaccurate or erroneous information, the student may be excluded from the procedure.

(4) In the event of further equivalence of value, students who have greater financial hardship will be placed higher. According to the Prime Ministerial Decree of 30.04.1997 (Art. 3) students' financial situations will be ascertained based on the nature and amount of income they have, their assets and how many family members they have. In this case these students will be asked to submit a specific self-certification following D.P.R. n. 445/2000 in addition to the application form for students' jobs.

For the issue of the ISEE (Italian acronym for "Indicatore della Situazione Economica Equivalente", i.e. Equivalent Financial Position Indicator) students have to contact a Tax Advice Centre (CAF). For a better execution, the form ISEE (concerning your financial situation) can be requested before the ending of this advertisement. The non-transmission within the deadline according to in article 4 leads to exclusion

from the ranking list in case of an equivalent value final degree or an equivalent value credit point score or the grade point average.

(5) According to the Prime Ministerial Decree of 30.04.1997 (Art.1 § 3) students who are entitled to a grant but have not received one from the Autonomous Province of South Tyrol come first. For these students a separate ranking list has to be published.

The ranking lists will be published on the official e-notice board of unibz (<http://records.unibz.it/ADP/albo-online-lub-published.aspx>) and will be valid for the year 2021. Any requests for revision of the ranking list can be presented to the Evaluation committee within 10 days of the publication of the rank list.

Art. 6
Assignment of working places for the area
'Student advisor and support/assistance for disabled students'

Students who have specified that they would be willing to work as 'Student advisor and support/assistance for disabled students' (art. 2, point i) will be asked to take part in an interview in front of the evaluation committee between 30 November and 2 December 2020.

Students can attend the interview by video call (teams). Interviews can be held in front of the committee members on-site in exceptional cases only.

Each faculty will receive a limited number of positions available according to the following list:

- Faculty of Economics and Management: eight
- Faculty of Design and Art: four
- Faculty of Education: three
- Faculty of Science and Technology: three
- Faculty of Computer Science: two

In the event that not all the positions can be covered due to a lack of suitable applicants, the remaining positions will be given to the other faculties.

In order to ascertain their suitability as student advisors, the committee will establish and apply certain criteria.

The assignment of working places is carried out according to the elaborated ranking list that is based on the performance criteria according to art. 5 and on the results of the interviews.

Students who do not attend the interview or who are not deemed suitable are not given a position as 'Student advisor and support/assistance for disabled students.

Students, once they have been given their position, are required to follow a training course with a duration of maximum 6 hours that can be split into different days and that takes place in Bolzano/Bozen. The hours of training are recognized as effective hours of collaboration.

Art. 7
Allocation und assignment of working places

The Personnel Office for Administrative Staff informs the students admitted through the ranking list via e-mail to their e-mail address @unibz.it to which department they have been allocated. The students

have to accept the collaboration by the date indicated in the e-mail. If the Personnel Office for Administrative Staff does not receive any written communication, this will be considered as rejection and, consequently, the position will be offered to the next person on the ranking list.

The allocation of the positions and work follows the ranking lists.

Art. 8 Evaluation committees

Every evaluation committee is composed of three employees of the unibz as follows:

Committee for activities with interview:

- the Head of the Advisory Service;
- another representative of the Advisory Service;
- a representative of the Career Service;

Committee for activities without interview:

- a representative of the Personnel Office for Administrative Staff;
- a representative of the Secretariat of the Faculty of Economics and Management;
- a representative of the Rectorate.

If a member of the committee should be absent or prevented from attending, replacement members will be nominated.

Art. 9 Final points

For any further consideration that is not expressly written in this advertisement, reference should be made to the regulations as per Legislative Decree no. 68 of 29.03.2012 and to the Regulations concerning students working for the University approved with resolution of the President of the University Council n. 38 of 19.09.2014.