

Una Europa – UniBo Local Task Force

Call for applications for the UniBo Local Task Force of Una Europa

February 1st, 2023

The UniBo Local Task Force

The “UniBo Local Task Force – Una Europa” (UniBo LTF) is the official student-led body of Una Europa at the University of Bologna. It represents the interests and needs of UniBo students in the interuniversity dialogue and cooperation taking place in the Student Board of Una Europa. The LTF gathers students of all levels and backgrounds with the aim of putting forward, developing, implementing, and coordinating events at the local and international levels, and presenting Una Europa to the student community of UniBo.

In order to achieve its goals, the UniBo LTF works in synergy with the administrative offices of the University of Bologna, with the Local Task Forces of the other universities of the alliance and with the Student Board. It is thus an environment based on communication and cooperation at the national and international levels.

The main objectives of the UniBo LTF are:

- To provide information on Una Europa and the role students play in it
- To involve students at the University of Bologna in Una Europa activities
- To identify the interests and understand the needs of the students at the University of Bologna and present them to the Una Europa Student Board
- To organise projects and activities on Una Europa themes within the University of Bologna
- To support and participate in initiatives suggested and organized by the Student Board of Una Europa
- To help build relationships with the student bodies of the other universities within the Una Europa Alliance
- To create a pool of students for the University of the Future

The UniBo Local Task Force meets once every month for 1:30. Extra meetings can take place depending on the needs of the moment. In order for the Task Force to work properly and reach its goals, participation in the meetings is strictly mandatory.

In ordinary times, the UniBo LTF consists of 15 members, organised according to the following structure

- 2 Co-presidents

The Co-Presidents represent the University of Bologna in the Una Europa Student Board. The first Co-President is a representative elected by the UniBo LTF itself. The elected person starts as Vice-President until the previous Co-president hands over their role to them and elections for a new Vice-President are held. The second Co-President is a delegate from the UniBo Student Council.

- Administrative Department:

This department is led by the Vice President, who acts as the director of the department after being elected by the entire LTF, and includes also the Secretary. To ensure the correct functioning of the LTF, students that are recruited to fill the specific role of Secretary cannot change their role until the end of their mandate.

- People & Talents (P&T) Department:

This department is led by a director, who is elected by the entire LTF, and includes at least two department members. The P&T department cares for the recruitment of new members, the collections of feedbacks after having organised an event, the monitoring of the satisfaction levels within LTF members and the resolution of possible conflicts among LTF members.

- Marketing & Communication (M&C) Department:

This department is led by a director, who is elected by the entire LTF, and includes at least two department members. The M&C department looks after the public image of the UniBo LTF, manages its social media accounts and prepares, in the name of the University of Bologna, any material meant for the Student Board social media pages.

- Project & Events (P&E) Department:

This department is led by a director, who is elected by the entire LTF, and includes at least two department members. The P&E department handles, at the local level, the organisation of SB initiatives, the planning and implementation of new ideas coming from the UniBo LTF and the catering of any in-presence or online event – no matter if it is addressed to LTF members or to a wider public.

The total of 15 students are selected as follows:

- 1 student is a member of the UniBo Student Council and is appointed by the Student Council itself;
- 14 students are selected by the UniBo LTF P&T department according to the criteria listed in section 3. In compliance with SDGs 5-10, the group composition will be based as much as possible on the principles of gender balance, diversity and inclusion and can involve BA, MA and PhD students.

Each position has a 2-year maximum term.

To know more about the UniBo LTF please visit the dedicated page allocated in the official website of University for Bologna (<https://site.unibo.it/una-europa/en/student-engagement>).

2. Positions open for recruitment

This call officially starts the recruiting process for 1 position in P&T, 1 in M&C and 1 in P&E through the so called “common” procedure. To know more on how to apply for one of these departments, refer to section 3 of this call.

The P&T, C&M and P&E Departments adopt a semi-fluid structure. Students will be part of a specific Department, but it will be possible for them to carry out different tasks, cooperate with other LTF members, and even change their department altogether. For this reason, the application process to become part P&T, C&M and P&E departments follows a procedure defined as “common”. Students will be asked to express a preference on which department they would prefer to be inserted into but internal reshufflings at the beginning and during the academic year are possible.

In section 2.1 there will be a brief presentation of the main tasks of each department and a short overview of the skills required for it. Please, consider these skills when applying to become a member.

Be aware that after the end of this call, the UniBo LTF will hold elections for a new Vice President. New members who applied to become part for the LTF through the common procedure will be allowed to candidate themselves for the role.

2.1 Description of the Positions Open for Recruitment

A list of the departments with the number of open positions in each will be presented. After that, a description of the main tasks of the department, as well as a short overview of the skills required to carry out such task, will be shown.

1 Position Open in the P&T Department

Tasks	Profile and Skills
<p><u>Recruiting of new members</u> Recruiting the new members for the Local Task Force; Drafting the forms and documents needed for recruitments; Re-structuring of the Task Force in case of need.</p>	<ul style="list-style-type: none"> ▪ Good knowledge of both English (B2 level suggested) and Italian (B2 level suggested) <i>The applicant will need to declare their language level for both languages in Annex A. No proof of language is required but part of the colloquium with the recruitment team will be devoted to assessing the declared language knowledge.</i> ▪ Good interpersonal skills ▪ Good organisational skills ▪ Problem solving skills ▪ Leadership skills ▪ Ability to work both independently and in groups ▪ Good digital skills (Excel, Word, Power Point, Google Drive and Google Workspace) ▪ Good knowledge of the online tools used by the UniBo LTF <i>For the academic year 2022-2023, the formats used include: emails, Whatsapp messages, MS Teams, Zoom, Google Drive and Google Workspace</i> ▪ Time availability (4-5h per week)
<p><u>Feedback Collection</u> Preparation of feedback forms; Reporting outcomes; Creating satisfaction charts.</p>	
<p><u>LTF Satisfaction Management</u> Reporting on TF members for their development and working education; Managing the internal improvement research and requirements of team members; Gathering feedbacks on the general working and satisfaction sense of the LTF members; Creating satisfaction charts.</p>	
<p><u>Conflict Resolution Tasks</u> Collecting complains and recommending solutions; Managing the inter-personal relations of the members of the task force; Promoting the peaceful and constructive solutions of internal divergence among LTF members.</p>	

1 Positions Open in the M&C Department

Tasks	Skills Required
<p><u>Social Media Management</u> Managing the social media pages of the UniBo LTF (in conjunction with the International Relation Office); Coordinating the advertising for Una Europa Events on the social media pages of the UniBo LTF; Updating the Bologna webpage of Una Europa (Bologna Local Task Force section).</p>	<ul style="list-style-type: none"> ▪ Good knowledge of both English (B2 level suggested) and Italian (B2 level suggested) <i>The applicant will need to declare their language level for both languages in Annex A. No proof of language is required but part of the colloquium with the recruitment team will be devoted to assessing the declared language knowledge.</i> ▪ Usage of Canva/ Photoshop/ similar tools for graphic editing ▪ Good interpersonal skills ▪ Good organisational skills ▪ Good social media knowledge (Instagram, Facebook, TikTok, Twitter) ▪ Good knowledge of Perception Management ▪ Ability to work both independently and in groups ▪ Good knowledge of advertising techniques ▪ Good digital skills (Excel, Word, Power Point, Google Drive and Google Workspace) ▪ Good knowledge of the online tools used by the UniBo LTF <i>For the academic year 2022-2023, the formats used include: emails, Whatsapp messages, MS Teams, Zoom, Google Drive and Google Workspace</i> ▪ Time availability (4-5h per week)
<p><u>Advertisement Material Preparation</u> Preparing advertisement graphics, brochures, materials, etc. for the UniBo LTF Social Media pages and in-presence events; Preparing advertisement graphics, brochures, materials etc. for the Student Board Social Media pages and in-presence events (for events involving the University of Bologna).</p>	
<p><u>Management of Student Engagement</u> Creating and maintaining a pool of students interested in Una Europa; Managing the questions and comments coming from students (during in-presence events, on Social Media pages or coming through other mediums); Informing interested students on the initiatives, events and opportunities offered by the UniBo LTF and the Student Board.</p>	

1 Positions Open in the P&E Department

Tasks	Skills Required
<p><u>Project Ideation</u> Brainstorming for new projects on behalf of the UniBo LTF; Preparation of proposals for the designed projects; Presentation of the proposals during the General Meetings of the UniBo LTF; Drafting the project proposal based on the feedback received during the General Meetings; Preparation of the second draft if the first one is rejected by the UniBo LTF; Leading the Implementation and execution of the project; Acting as the head of the Project Coordination Subdivisions.</p>	<ul style="list-style-type: none"> - Good knowledge of both English (B2 level suggested) and Italian (B2 level suggested) <i>The applicant will need to declare their language level for both languages in Annex A. No proof of language is required but part of the colloquium with the recruitment team will be devoted to assessing the declared language knowledge.</i> ▪ Creativity skills ▪ Good decision-making skills ▪ Medium to high knowledge of project management ▪ Good interpersonal skills ▪ Good organisational skills ▪ Problem solving skills ▪ Leadership skills
<p><u>Management of Events</u> Organising online and physical events in agreement with the Administrative offices (DIRI and IRSS) and following UniBo financial rules; Managing the logistical aspect of</p>	



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<p>event organisation; Organising the internal meetings of the UniBo LTF; Creating and managing Doodles/Surveys for time scheduling; Managing the UniBo LTF Calendar; Working closely with the Financial Advisor.</p>	<ul style="list-style-type: none">- Ability to work both independently and in groups- Good time management- Good governance skills- Accounting skills- Good digital skills (Excel, Word, Power Point, Google Drive and Google Workspace)- Good knowledge of the online tools used by the UniBo LTF <p><i>For the academic year 2022-2023, the formats used include: emails, Whatsapp messages, MS Teams, Zoom, Google Drive and Google Workspace</i></p> <ul style="list-style-type: none">- Time availability (4-5h per week)
<p><u>Finance Advisor</u> Research on expenses; Consulting with administration on how to find stakeholders and advantages (such as discounts for UniBo LTF members).</p>	

1. Application Process

3.1 Requirements

- Be enrolled in the academic year 2022/23 at the University of Bologna – **FIRST (BA); SECOND (MA or SINGLE CYCLE) OR THIRD (PhD) CYCLE.**
- The expected graduation date of the applicant must not fall before **October 2024.**
- **Knowledge of English language** (suggested level: B2, unless differently specified in the description of the position).
The activities include interacting with students of other partner universities, reading documents in English, drafting bilingual communications (ITA/ENG), participating in events where English is spoken and liaising with the entire community of students of the University of Bologna, including international students.
- **Knowledge of Italian language** (suggested level: B2, unless differently specified in the description of the position).
The activities include, reading documents in Italian, drafting bilingual communications (ITA/ENG), participating in events where Italian is spoken and liaising with the entire community of students of the University of Bologna.
- A guarantee of the applicant's willingness to respect the duties and commitments deriving from their role.
- The availability to take part at least to 1h30' of General Meeting per month and the attention to the emails sent by team members.

3.2 How to Apply

To apply to become a member of the P&T, M&C or Events departments, please follow these steps:

1. Prepare a Motivational Letter of **MAX 600 WORDS** (accepted flexibility margin 10%) in which the applicants must: briefly **present themselves**, make clear why they want to become a **member of the UniBo LTF** and why do they want to **take on the role they are applying for.**
2. Prepare a short CV.
3. Fill in the form in Annex A.
4. Send the Motivational Letter, the CV and the filled-out form from Annex A to the official email address of Una Europa at the University of Bologna (una.europa@unibo.it).

*Deadline: **February 28th, 2023.**

3.3 Criteria Used for the Evaluation of the Applications

All applications will be evaluated with the same criteria.

Each application will be evaluated on a graded scale going from 0 to 10 and a ranking will be drawn up. Points will be awarded according to the following criteria:

1. Points awarded for the Motivational Letter (6 points)

The Motivational Letter of the candidate will be evaluated from a minimum of 0 to a maximum of 6 points. 3 points will be awarded depending on the level of motivation the candidate has shown to become a member of the UniBo LTF and an additional 3 points will be awarded depending on the level of motivation the candidate has shown to take on the specific role within the UniBo LTF. Any letter exceeding the word maximum (including the accepted margin of 10%) will be penalised with minus 1 point.

2. Points awarded for the Curriculum Vitae (4 points)

The CV of the candidate will be evaluated from a minimum of 0 to a maximum of 4 points. The elements which are going to be relevant for the assessment will be: the previous experience of the candidate with similar roles, the familiarity of the candidate with the tools required by the role, and the previous experience of candidate working in a team.

The scores of each applicant will be summed and a ranking will be formed. In case two candidates are awarded with the same number of points, the seniority principle (the oldest person gets the precedence) applies.

Please, keep in mind that the published rankings are **final** and **will not be subject to revision**.

Please be also aware that the rankings will only be valid for this application. Qualifying for an interview for one of the open positions of this call **does not** entitle to advantages in a future recruitment.

3.4 Deadlines

Please, send your candidature by February 28th, 2023 following the steps described above.

Phase 1

2 applicants per each role (2 applicants for P&T, 2 applicants for M&C and 2 applicants for P&E) will be selected for an interview with a committee composed of the Director of P&T, the Director of M&C, the director of P&E and one of the two Co-Presidents. The interviews will take place in the first week of March.

Phase 2

By mid-March, the winning candidates will be contacted by email. The selected **3 students** will become part of the UniBo Local Task Force.

➤ Useful links

Website www.una-europa.eu

Twitter [@Una_Europa](https://twitter.com/Una_Europa)

Upcoming events: www.una-europa.eu/calendar



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➤ Contacts

Were you unable to find what you were looking for? Feel free to contact us to:
una.europa@unibo.it