



**Call for applications for the awarding of part-time jobs reserved for students enrolled in a degree program at Luiss Guido Carli in the 2023/2024 academic year.**

**1. Subject Matter of the Competition**

For the 2023/2024 academic year, pursuant to Article 11 of Legislative Decree No. 68 of 29 March 2012, a call for applications is issued for the purposes of awarding 92 part-time jobs to Luiss Guido Carli students for the conducting of activities in support of the following offices:

Office	Part-Time positions on offer number
<b>Alumni</b>	<b>5</b>
<b>Amministrazione</b>	<b>12</b>
<b>Biblioteca</b>	<b>4</b>
<b>Career Service</b>	<b>5</b>
<b>Events</b>	<b>1</b>
<b>Internal Communication &amp; Service Experience</b>	<b>1</b>
<b>International and Educational Development</b>	
Engage:EU	1
International Development	3
<b>Luiss Business School S.p.A.</b>	
Operations & Students' Experience	2
Recruitment	1
Executive Custom	15
<b>Orientamento</b>	<b>12</b>
<b>People Management</b>	<b>1</b>
<b>Press Office</b>	<b>3</b>
<b>Admissions and Student Office</b>	<b>3</b>
<b>Social Innovation and D&amp;I</b>	<b>1</b>
<b>Student Mobility</b>	<b>8</b>
<b>Summer School</b>	<b>4</b>
<b>42 Roma Luiss</b>	<b>4</b>



Office	Part-Time positions on offer number
Tutorato	2
Ufficio Studi	4

The work required to be done by the student at the individual offices is described in detail in Annex 1 to this Call for Applications.

## 2. Carrying Out of the Work

The part-time jobs will each entail a maximum of 200 hours of work to be distributed over the course of the 2023/2024 academic year in accordance with the needs of the relevant office, considering the commitment associated with compulsory attendance at lectures. Students who so request may be exempted from working during exam sessions.

The work will have to be done in the period running from 1 November 2023 to 31 October 2024.

Failure to conduct the job without a valid reason and/or in the absence of formal notification, will result in the withdrawal of the remuneration and the removal of the student from the rankings.

If a student does not work the total number of envisaged hours and quits the job before the end date, the remuneration due will be paid on a pro rata basis. The remaining hours may be distributed to another student commencing from the highest-ranking qualified student who was not originally awarded a job.

The office at which the job is conducted will be entitled to request that all or part of the work be done remotely, with the equipment and associated operating expenses to be borne by the student.

## 3. Remuneration

The payment for each hour of work is € 8.00 (eight euros and zero cents) and is exempt from taxes pursuant to Article 11(3) of Legislative Decree No. 168/2012. The job does not give rise to any employer-employee relationship, does not entail any evaluation for the purposes of public competitions and will be governed, as regards all matters not specifically addressed in this Call for Applications, by Article 11 of Legislative Decree No. 68/2012 as amended.

## 4. Eligibility

The competition is open to students who, by the deadline for the submission of applications, will be regularly enrolled in a degree program at Luiss Guido Carli in the 2023/2024 academic year, excluding students enrolled in the first year of a bachelor's degree program or the first year of the single-cycle master's degree program in law.



The following students are also excluded:

- a. those who will be enrolled in the 2023/2024 academic year as off-track (*fuori corso*).
- b. those who, although at the deadline for the submission of applications are registered to attend lectures (*iscritti alla frequenza*) for the first year of a master's degree program, will not have completed enrolment for the 2023/2024 academic year by 24 November 2023.
- c. those who will take part in an international mobility program in the 2023/2024 academic year.
- d. those who are enrolled in a Digital Program for the academic year 2023/2024 and cannot guarantee the completion of activities in person. In this situation, the collaboration shall be ended following notification from the appropriate administrative entity.

### 5. Submission of Applications.

The application to take part in the competition must be submitted using the form available online, subject to registration, **by and no later than the non-extendable deadline of noon on 22 September 2023**. Following the online submission of the application, students will receive a confirmation of its receipt by e-mail.

**NB:** All applicants, under penalty of exclusion, must be in possession, by the deadline for submission of applications, of a currently valid ISEE 2023 means test certificate (*indicatore della situazione economica equivalente*) calculated for the purposes of obtaining aid for university studies.

In case of a tie in the rankings, the University will consult the INPS database and check the ISEE values of the candidates concerned to determine their position in the rankings. **If the ISEE means test certificate is not in the INPS database, the candidate will be excluded from the competition.**

For international students or students with foreign income, the application form must be accompanied by self-certification about the income and assets owned by the family unit in the year 2021, using the form that is Annex 3 to this Call for Applications. The self-certification must be written in Italian or English.

Students enrolling in the 2023/2024 academic year in the first year of a master's degree program who have obtained or will obtain their bachelor's degree at a university other than Luiss Guido Carli are required to self-certify on the application form the exams passed in their bachelor's degree program with an indication of the grade and credits earned for each subject. This to be able to display during the application process the weighted average and the sum of the credits that will be taken into consideration for the rankings. **Credits obtained for exams with a mere pass-fail grade do not count towards calculating the average** but are assessed for the purposes of awarding the score; therefore, they should be included in the application form.

If the offices find, even after the publication of the ranking list, a discrepancy between what is self-certified and what is contained in the attached certificate, we will go ahead with the exclusion of the candidate for false declaration.

The office to which the student awarded a part-time job will be assigned is based on the preferences stated in the application form, with priority determined by position in the rankings.

## 6. Criteria for Compiling the Rankings

The jobs will be awarded on foot of rankings compiled based on the score decided by applying the following formula:

$$\frac{M \times C}{CM}$$

Where:

**M** = the weighted average grade of the examinations sat as of 9 September 2023 by the candidate for the purposes of obtaining their degree, regardless of the year of attendance, excluding excess courses.

**C** = the number of credits earned and recorded as of 9 September 2023 by the candidate for the purposes of obtaining his or her degree, regardless of the year of attendance, excluding excess courses.

**CM** = the total number of credits that can be earned, for the purposes of obtaining the degree, as defined in Annex 2 to this Call for Applications, which is an integral part hereof.

For:

- **disabled students** with a recognized disability equal to or greater than 66%, that parameter is reduced by 20% rounded down.
- **repeat students**, the parameter will consider the maximum credits for the academic year of first enrolment in the degree program.
- **students who will be enrolled in the 2023/2024 academic year in the first year of a master's degree program**, the academic record and the study plan of the original bachelor's degree program will be considered when compiling the rankings.

Should the student come from a non-Italian university, the credits and grades will be compared with those awarded in the Italian university system: for this purpose, the application form must be accompanied by a Transcript of Records indicating the Grade Point Average (GPA) and a document explaining the grading system of the student's university/country. All attachments must be in English or Italian, failing which the student will be excluded from the competition.

In the case of a transfer from another university, internal transfer between degree programs or the shortening of a degree program, the academic record and the study plan approved for enrolment in the 2023/2024 academic year at Luiss Guido Carli will be considered for the purposes of the rankings.

Students who took part in an international mobility program in the 2022/2023 academic year must indicate in the application form any exams sat abroad (name, credits and date taken) **if not yet officially included in their academic record**.

In case of a tie, preference will be given to the student in the most disadvantaged economic situation.



At the request of the University, qualified students may be assigned further jobs not envisaged in this Call for Applications. In that case the jobs will be awarded in order of ranking.

Any requests for clarification may be submitted within seven days after publication of the rankings.

## 7. Revocation

The work must be conducted under the coordination and supervision of the head of the relevant office.

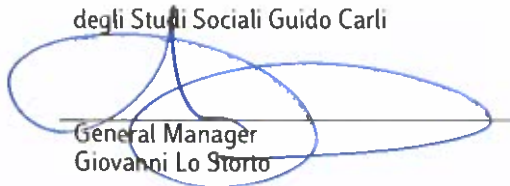
The awarding of a job may be revoked upon the occurrence of any one of the following:

- the student drops his or her studies or transfer to another university.
- completion of the student's degree program.
- any grounds that make the student ineligible to continue in the job.

In the above cases, payment will be paid commensurate with the duration of the job and the remaining hours will be allocated to another student commencing from the highest-ranking qualified student who was not originally awarded a job.

Rome, 1 August 2023

**Luiss Libera Università Internazionale  
degli Studi Sociali Guido Carli**

  
General Manager  
Giovanni Lo Storto





## Annex 1 to the call for applications for the awarding of part-time jobs reserved for students enrolled in a degree program at Luiss Guido Carli in the 2023/2024 academic year.

### Part-time jobs 2023/24 academic year

	Work
<b>42 Roma Luiss</b> (location: Via Marsala, 29)	<p>Collaboration and support during the Open Day 42 Roma Luiss on site (in the organization of the event and as a garrison at the information desks).</p> <p>Collaboration during the candidates check-in. This is the second step of the selection process, that is, the meetings.</p> <p>Collaboration during the "pools" (last step of choice of candidates, periods of 26 days in which candidates compete by programming no stop).</p> <p>Activities of front office with the control of the clusters (where the students at the school study).</p> <p>The collaborator will also conduct, practices related to the organization of the office's activities, telephone recall activities, direct mailing activities and data base management/update.</p>
<b>Administration</b> (location: Viale Pola, 12)	Administrative support for activities falling with the remit of the Offices.
<b>Admission and Student Office</b> (location: Viale Romania, 32)	Assistance in office activities, archiving, cataloguing and preparation of materials for events, and support during events such as Graduation Day
<b>Alumni</b> (location: Viale Romania, 32)	Updating information on graduates through searches on LinkedIn and Google, consultation of professional registers and telephone contacts to update the data contained in the University's databases; aid in the creation of benchmarking between universities; assisting in communication activities aimed at ALL members and Alumni; office support activities for ALL Alumni events.
<b>Career Service</b> (location: Viale Romania, 32)	Organization of events (invitations and call back, presence in the classroom, management of any problems during the event); organization of Erasmus placement calls for applications; data entry and storage related to internships, data of companies and students; contact for graduating students and master's students for the development of CV book; organization and presence in the classroom at seminars (e.g. seminar on CV, cover letters, interviews, etc.).
<b>Events</b> (location: Viale Pola, 12)	Support for office work
<b>Internal Communication &amp; Service Experience</b> (location: Viale Gorizia, 17)	Support in the collection and processing of statistical data related to internal communication campaigns; creation of monitoring reports of the Luiss contact center; assist in the drafting of texts and the design of communication campaigns; assistance in the office activity



## Part-time jobs 2023/24 academic year

	<b>Work</b>
<b>International and educational Development</b> (location: Viale Romania, 32)	<p>It is needed minimum English language proficiency B2 and Office Package Proficiency (ECDL), especially intermediate/advanced level Excel worksheet proficiency. Task: Web searches; information/updates of potential partner universities; support for surveys and monitoring of Double Degree and Exchange Structured outgoing/incoming students; support for preparing forms for students on the move; preparation of Word/Excel data base files; assistance with events related activities; data entry; administrative support to the office staff; translation of texts.</p>
<b>Library and Cultural Activities</b> (location: Via Santa Costanza)	<p>Cataloguing and shelf placement of monographic and periodical material; scanning volumes; checking outgoing and incoming journals to be bound.</p>
<b>LuiSS Business School</b> (location: Via Nomentana 216)	<p>The winning students will be assigned to the following areas:  <b>Operations &amp; Students' Experience: 2 employees</b>            Data entry and verification activities  <b>Recruitment: 1 employee</b>            Recall activities and informative events  <b>Executive Custom: 15 employee</b>            Support for office work</p>
<b>Orientation</b> (location: Viale Romania, 32)	<p>The work involves the handling of matters related to the organization of office activities, telephone calls, direct mailing activities and management/updating of databases, as well as organizational support in synchronous and asynchronous digital activities and possible presence during the Orientation Days, at events organized by the University on and off site (fairs, student fairs, conferences) and marketing initiatives locally. The student will aid in front office activities and in the conduct of orientation visits at the University with students and families who have yet to choose their bachelor's and master's degree programs.</p>
<b>People Management</b> (location: Viale Pola, 12)	<p>Archive activities.</p>
<b>Press Office</b> (location: Viale Pola, 12)	<p>Press review activities, reading of Italian and foreign newspapers. Scouting for new newspapers; recent programs and journalists. Management of press releases archive. Analysis of press releases / Production of monthly - semi-annual - annual reports. Production of documentation for interviews on Luiss for the press. Drafting of press releases in Italian and English and subsequent call back. Managing the contents of the Press Office web page. Relations with Accademia Luiss for interviews and promotional activities on research/publications/events by faculty. PR activities and management of relations with foreign and national journalists. Call back and PR on the media for the promotion of Luiss events/initiatives. Organization and planning of public engagement events (e.g., Election Night). Organization and planning of press conferences for specific initiatives. Organization of international press tours with preparation of press kits in English for interviews, round tables, in the main UK media (e.g., press tour in London).</p>



## Part-time jobs 2023/24 academic year

	Work
<b>Social Innovation D&amp;I</b> (location: Viale Gorizia, 17)	Support for office work
<b>Student Mobility</b> (location: Viale Romania, 32)	Support for welcome, orientation and assistance to visiting students; assistance to Luiss students interested in a mobility program; assistance to Luiss students selected for a study period abroad; assistance to Luiss students upon their return; data entry; updating of electronic documentation about partner universities on the intranet, assistance and participation in information and orientation days organized for Luiss and visiting students; and administrative support to the office staff.
<b>Studies Office</b> (location: Viale Pola, 12)	Data entry, processing and analysis; administration of questionnaires; conducting telephone interviews; assistance in the drafting of statistical reports, realization of infographics; survey of data/information on the Internet; analysis of social data, preparation of documentation for multi-member bodies; and document storage.
<b>Summer School</b> (locations: Viale Romania and Via Marsala 29)	Collaboration and support during the Open Day Summer School on site (in the organization of the event and as a garrison at the information desks). Collaboration during the days of reception of students Summer School arriving every beginning of week during the summer period (June, July, and September). Front office activities for information and/or receipt of documentation related to registrations. The collaborator will also conduct, in addition, practices related to the organization of the office activities, telephone recall activities, direct mailing and data base management/update. It requires at least 60% of the hours to be held in the period 1 June to 30 September.
<b>Tutoring</b> (location: Viale Romania, 32)	Secretarial activities (organization of monitoring meetings, meetings with tutors-coordinators, meetings with partners, etc.), Telephone management, Support in the organization of events and talks on Luiss Learn, Organization of Welcome activities such as visits to museums, Luiss website update, Organization of flights for students and third parties, Purchase of materials (e.g. books) for students and third parties





**Annex 2 to the call for applications for the awarding of part-time jobs reserved for students enrolled in a degree program at Luiss Guido Carli in the 2023/2024 academic year.**

**Maximum number of credits that can be earned by the end of the 2022/2023 academic year.**

### 1. Bachelor's Degrees and Single-Cycle master's degree Programs

Academic Year	Economia e Management	Management & Computer Science	Economics & Business	Scienze Politiche	Business Administration	Politics, Philosophy and Economics	Giurisprudenza
I	60	66	56	58	60	74	69
II	112	132	112	120		128	128
III	180	180	180	180		180	192
IV	-	-	-	-		-	241

### 2. Face-to-face master's Degrees

Academic Year	Amministr. Finanza e Controllo (tutti gli indirizzi)	Corporate Finance	Data Science and Management	Management (tutti gli indirizzi)	Strategic Management (tutti gli indirizzi)	Marketing (tutti gli indirizzi)	Global Managem. and Politics
I	62	68	62	70	70	70	62

Academic Year	Banche e intermediari finanziari	Economics	Finance	Governo, Amministrazione e Politica (tutti gli indirizzi)	International Relations (tutti gli indirizzi)	Policies and Governance in Europe	Law, Digital Innovation and Sustainability
I	74	66	66	70	54	60	58

### 3. Digital Programs

Anno di corso	Marketing	Strategic Management
I	70	70



**Annex 3 to the call for applications for the awarding of part-time jobs reserved for students enrolled in a degree program at Luiss Guido Carli in the 2023/2023 academic year.**

## Self-certification of Foreign Income

LuiSS Guido Carli reserves the right to transmit the declared data to the Italian diplomatic or consular authorities abroad to check the truthfulness thereof and for the purposes of prosecution in accordance with law should the declarations made herein prove to be false.

I, the undersigned,

Surname \_\_\_\_\_ Name \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Gender  M  F

Marital status:  Single -  Married -  Widowed.

Passport No \_\_\_\_\_ date of issue \_\_\_\_/\_\_\_\_/\_\_\_\_

a) do hereby declare that my family unit is currently composed as follows:

	Surname	Name	Date of Birth	Kinship	Gross income received in 2021
1.					
2.					
3.					
4.					
5.					
6.					
7.					

b) do hereby declare that the family's total gross income for the year 2021 was (state the foreign currency and the sum of all income received by the family unit): \_\_\_\_\_;



c) do hereby declare that the family's total assets as of 31 December 2021 were as follows:

(1) Ownership of family home as of 31 December 2021:

No -  Yes with a total floor area of \_\_\_\_\_ square meters.

(2) Ownership of other buildings (including those owned abroad) as of 31 December 2021 with a total floor area of \_\_\_\_\_ square meters.

(3) The average value of private property (bank deposits, post office deposits, etc.) as of 31 December 2021 was (specify foreign currency): \_\_\_\_\_.

d) I also declare that I am aware and fully accept that the conversion of the foreign currency into euros will be done by applying the official average exchange rate for the year of reference according to the official converter of the Bank of Italy: <https://tassidicambio.bancaditalia.it/terzevalute-wf-ui-web/converter>.

Date, \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Signature of Student  
(Or legal guardian in the case of a minor)

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Attached: copy of passport.