



Call for applications for the awarding of part-time jobs reserved for students enrolled in a degree program at Luiss University in the 2024/2025 academic year.

1. Subject Matter of the Competition

For the 2024/2025 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 57 part-time jobs to Luiss University students for the carrying out of activities in support of the following offices:

Office	Number of part-time positions on offer
Administration	12
Admissions and Student Office	3
Branding & Corporate Communication	2
Career Service	5
International and Educational Development	
Engage: EU	1
International Development	2
Library	4
Luiss Business School S.p.A.	
Masters	1
Stakeholder Engagement	1
Consulting and International Projects	1
Research	1
Operations & Student Experience	3
Orientation	4
Press Office	3
Student Mobility	6
Studies Office	4
Summer School	4

The work required to be done by students 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 2024/2025 academic year in accordance with the needs of the relevant office and taking into account student commitments 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 2024 to 31 October 2025.

Failure to do 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 allocated to another student commencing from the highest-ranking qualified student who was not originally awarded a job.

The office at which the job is carried out 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 remuneration 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.

Payment related to the work done from November to March shall be made by 30 June 2025 and payment related to the work done from April to October shall be made by 31 December 2025.

In order to receive payment on time, the onus is on the student and/or the offices concerned to send duly filled out and signed [time sheets](#) to the Financial Aid Office by 15 April and 15 November 2025 respectively.

The part-time job does not constitute an employer-employee relationship. It 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 under this competition, will be regularly enrolled in a degree program at Luiss University in the 2024/2025 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 2024/2025 academic year as off-track (***fuori corso***);
- b. those who, although at the deadline for the submission of applications under this competition 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 2024/2025 academic year by 25 November 2024;
- c. those who will take part in an international mobility program in the 2024/2025 academic year;
- d. those who are enrolled in a digital program for the 2024/2025 academic year and cannot guarantee the carrying out of the work in-person, in which case the job will be terminated following notification from the appropriate administrative office.

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 30 September 2024**. Following the online submission of the application, students will receive a confirmation of its receipt by e-mail.

NB: All applicants must have, by the deadline for the submission of applications under this competition, a valid ISEE (Equivalent Economic Situation Indicator) 2024 declaration, whose value has been calculated for the purposes of obtaining aid for university studies. In case of a tie in the ranking, the student with the lowest ISEE will be favored.

Students, who do not submit an ISEE 2024 declaration with their application will be ranked after the students who have submitted one, in order of their merit score. Should there be students with the same merit score who have not submitted an ISEE declaration, their ranking vis-à-vis one another will be determined by the date and time that the application form is sent.

International students or students with foreign incomes must compulsorily attach to the application form a self-certification concerning the income and assets held by their household in the year 2022, drawn up using the model attached as Annex 3 to this Call for Applications. The self-certification must be drawn up in Italian or English, under penalty of exclusion from the competition.

Students enrolling in the 2024/2025 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 University 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 relevant offices find, including after the publication of the ranking list, a discrepancy between what is self-certified and what is contained in the attached certificate, the candidate will be disqualified on the grounds of having made a 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 obtained by applying the following formula:

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

Where:

M = the weighted average grade of the examinations sat as of 9 September 2024 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 2024 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%, the CM parameter is reduced by 20% rounded down.
- **repeat students**, the CM parameter will consider the maximum credits for the academic year of first enrolment in the degree program.
- **students who will be enrolled in the 2024/2025 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 2024/2025 academic year at Luiss University will be considered for the purposes of the rankings.

Students who took part in an international mobility program in the 2023/2024 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, students with the most disadvantaged economic situation will be favored, followed by students who have not submitted an ISEE declaration, ranked according to the chronological order of arrival of applications.

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 carried out 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 discontinues his or her studies or transfers 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, remuneration 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, 10 September 2024

Luiss Libera Università Internazionale
degli Studi Sociali Guido Carli

The 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 University in the 2024/2025 academic year

Part-time jobs 2024/25 academic year

	Work
Administration (location: Viale Pola 12)	Administrative support for activities falling within the remit of the Offices.
Admissions and Student Office (location: Viale Romania 32)	Assistance in office activities, archiving, cataloguing and preparation of materials for events, and support during events such as Graduation Day.
Career Service (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.).
Branding & Corporate Communication (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 switchboard; assistance in the drafting of texts and the design of communication campaigns; assistance in office activities.
International and Educational Development (location: Viale Romania 32)	<p>Engage EU:</p> <p>A minimum English language proficiency level of B2 is required as is Microsoft Office package proficiency (ECDL), especially intermediate/advanced level Excel worksheet. Task: web searches; information/updates in the field of international relations, Community Funds and European Alliances; support for surveys and monitoring of international mobility; support in drawing up forms for international mobility; preparation of Word/Excel database files; assistance with events-related activities; data entry; administrative support to office staff; translation of texts.</p> <p>International Development:</p> <p>A minimum English language proficiency level of B2 is required as is Microsoft Office package proficiency (ECDL), especially intermediate/advanced level Excel worksheet. Task: web searches; information/updates in relation to potential partner universities; support for surveys and monitoring of Double Degree and Structured Exchange outgoing/incoming students; support in drawing up forms for exchange students; preparation of Word/Excel database files; assistance with events-related activities; data entry; administrative support to office staff; translation of texts.</p>
Library (location: Via di Santa Costanza 53)	Cataloguing and shelf placement of monographic and periodical material; scanning volumes for the document delivery service; administrative and cataloguing support.



Part-time jobs 2024/25 academic year

	Work
Luiss Business School (location: Via Nomentana 216)	<p>The winning students will be assigned to the following areas:</p> <p>Masters: Lead management, CRM update, archiving of teaching documents, student satisfaction monitoring.</p> <p>Stakeholder Engagement: Collaboration on social media activities.</p> <p>Consulting and International Projects: Implementing events, meeting scheduling, reviewing presentation files and internal processes.</p> <p>Research: Support reporting activities within European projects.</p> <p>Operations & Student Experience: Preparing and compiling Excel files, supporting colleagues in reviewing the documentation.</p>
Orientation (location: Viale Romania 32)	<p>The works requires providing assistance in relation to 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. The work also 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 digital activities and attendance during the Orientation Days, at events organized by the University on and off site (fairs, student fairs, conferences) and marketing initiatives locally. Ideally, at least 60% of the hours must be worked between 1 November 2024 and 30 April 2025.</p>
Press Office (location: Viale Pola 12)	<p>Press review activities, reading of Italian and foreign newspapers. Analysis and in-depth study with data collection of current topics. Drafting data sheets for interviews and in-depth articles. Drafting of press releases on events and/or news on the Luiss world. Call back and follow-up activities for the promotion of press releases. Organization of dedicated media plans. Drafting and distribution of lists of Luiss experts tailored to breaking news. Organization and management of press participation in internal events and conferences. Management of digital and paper archives.</p>
Student Mobility (location: Viale Romania 32)	<p>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.</p>
Studies Office (location: Viale Pola 12)	<p>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.</p>



Part-time jobs 2024/25 academic year

Work

Summer School (locations: Viale Romania 32 and Via Marsala 29)

Assistance and support during the Open Day Summer School on site (in the organization of the event and manning the information desks). Assistance during the days of reception of Summer School students arriving at the start of every week during the summer period (June, July, and September). Front office activities for information and/or receipt of documentation related to registrations. The work will also involve handling matters concerning the organization of office activities, telephone recall activities, direct mailing and database management/update. **The job requires at least 60% of the hours to be worked in the period from 1 June to 30 September.**

Annex 2 to the call for applications for the awarding of part-time jobs reserved for students enrolled in a degree program at Luiss University in the 2024/2025 academic year

Maximum number of credits that can be earned by the end of the 2023/2024 academic year.

1. Bachelor's Degree and Single-Cycle Master's Degree Programs

Academic Year	Economia e Management	Management & Computer Science	Economics & Business	Business Administration	Scienze Politiche	Politics, Philosophy and Economics	Giurisprudenza
I	60	64	62	60	62	78	69
II	110	132	112	118	120	128	128
III	180	180	180		180	180	192
IV	-	-	-	-		-	246

2. Face-to-face Master's Degree Programs

Academic Year	Amministrazione, Finanza e Controllo (all strands)	Corporate Finance	Data Science and Management	Management (all strands)	Strategic Management (all strands)	Marketing (all strands)	Global Management and Politics	ROME
I	64	70	64	72	72	72	60	62

Academic Year	Banche e Intermediari Finanziari	Applied Economics	Finance	Governo, Amministrazione e Politica (all strands)	International Relations (all strands)	Policies and Governance in Europe	Law, Digital Innovation and Sustainability
I	66	64	64	68	56	62	60

3. Digital Master's Degree Programs

Academic Year	Marketing	Strategic Management
I	50	50



Annex 3 to the call for applications for the awarding of part-time jobs reserved for students enrolled in a degree program at Luiss University in the 2024/2025 academic year

Self-certification of Foreign Income

Luiss University reserves the right to transmit the declared data to the Italian diplomatic or consular authorities abroad in order 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 2022
1.					
2.					
3.					
4.					
5.					
6.					
7.					

b) do hereby declare that the family's total gross income for the year 2022 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 2022 were as follows:



(1) Ownership of family home as of 31 December 2022:

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

(2) Ownership of other buildings (including those owned abroad) as of 31 December 2022 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 2022 was (specify foreign currency): _____.

d) do also hereby 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)

Attached: copy of passport.