



Selection notice for Luiss Buddy Program

1. Subject matter of the competition

For the 2024/25 academic year, the Call for Application is issued for the purpose of awarding **22** Student Buddies' positions to Luiss students for the carrying out of several activities.

For international students, only one position will be available for each of the 5 Bachelor's degrees and for each of the 9 Master's programs offered by Luiss, for a total of **14** positions as Student Buddy. The applicant students should preferably be enrolled in the following courses:

Bachelors

- Economics and Business
- Management and Artificial Intelligence
- Politics: Philosophy and Economics
- Business Administration
- Global Law

Masters

- International Relations
- Strategic management, Innovation & Sustainability
- Economia e Finanza
- Management
- Corporate Finance
- Data Science and management
- Policies and Governance in Europe
- Marketing
- Global management and Politics

Regarding the 14 positions available for international students is required the advanced knowledge of English and the additional knowledge of another language.

For the national students, only one position will be available for each of the 3 Bachelor's degrees and for each of the 5 Master's programs offered by Luiss, for a total of **8** positions as Student Buddy. The applicant students should preferably be enrolled in the following courses:

Bachelors



- Scienze Politiche
- Economia e management
- Giurisprudenza

Masters

- Amministrazione Finanza e Controllo
- Strategic management, Innovation & Sustainability
- Governo, Amministrazione e Politica
- Economia e Finanza
- Marketing

Regarding the 8 positions available for national students is required the advanced knowledge of English beyond the mastery of Italian as the native language.

2. Who can apply:

Students who, by the deadline of this announcement, are regularly enrolled in the 2023/2024 academic:

- a. to the 1st year of the three-year degree courses and enrolling in the second year of the Luiss bachelors' degree in the academic year 2024/2025;
- b. to the 2nd year of the three-year degree courses and enrolling in the third year of the Luiss bachelors' degree in the academic year 2024/2025;
- c. to the 3rd year of the three-year degree courses, undergraduates who will graduate by December 2024 and enrolling in the first year of the Luiss master's degree in the academic year. 2024/2025;
- d. to the 3rd and 4th year of the Single Cycle Master's Degree courses

Students excluded are:

- a. who enroll in the academic year 2024/2025 in the 1st year of a Master's Degree course and who have obtained or will obtain a three-year degree from a university other than Luiss Guido Carli;
- b. who will be enrolled in the academic year 2024/2025 and outside prescribed years;
- c. who transferred from another University in the academic year. 2023/2024.

Other preferential requirements

- For the candidates referred to in letter. a): Three-year degree obtained with a grade equal to or higher than 100/110.



- For candidates a); b); c): Weighted average at the time of application greater than 26/30.
- Regarding the 14 positions available for international students is required the advanced knowledge of English and the additional knowledge of another language.
- Regarding the 8 positions available for national students is required the advanced knowledge of English beyond the mastery of Italian as the native language.

The Buddy program aims to foster the integration of three-year students who are about to begin their path at Luiss, through shadowing Luiss students in a peer tutoring perspective. To this end, candidates' knowledge of Luiss University, understood as a structure of teaching, services and their functioning, will be positively evaluated.

Candidates will be chosen in accordance with the following criteria:

- (a) selection of students by valuing merit in studies and curriculum vitae;
- (b) work performance of the student in a maximum number of 200 hours per academic year;
- (c) precedence, with equal educational record, given to students in the most disadvantaged economic conditions.

Translated with DeepL.com (free version)

3. Why being a student buddy

Being a student Buddy, you will develop many skills such as:

- Public Speaking
- Communication skills
- Presentation skills
- Team working
- Office experience
- Networking

The Buddies will work in close collaboration with the other students and with our qualified staff. This will be a rewarding role contributing positively to your personal development and curriculum vitae. Being a Buddy presents a highly gratifying chance, both personally and professionally; the knowledge and the competences you will develop during this experience will accompany you also after leaving Luiss university.

4. Cooperation Period



The cooperation will start in the period running from 1st September 2024 to 31st July 2025.

5. Carrying out of the tasks

The student buddy will start collaborating with the Orientation office in the a.y. 2024/2025 in accordance with the needs of the office.

Failure to carry out 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 cooperate and quits the job before the end date, he/she will not receive any award.

The tasks of the Student Buddy:

- Participating or provide support of webinars, open days, and other promotional activities to share your experience at Luiss;
- Sharing promotional material and participate in the activities organized by the Orientation office;
- Sharing posts and articles in your social media;
- Giving advice to potential students through dedicated platforms (WeChat, Weibo, Unibuddy, etc.);
- Collaborating with the Communication Office for video/photo shooting (and the like);
- Giving presentations of Luiss University in high schools for future students;
- Participating in orientation events organized by the University;
- Participating in individual counseling meetings with interested parties;
- Guiding admitted and enrolled students in the TALK & TOUR around the campus, which will be an occasion to share the history of our university and to show the beautiful places made available to students.
- Participation in the mandatory training provided by the University in person and online, for the purpose of carrying out the activities for the entire duration of the contract.
- Orientation to Freshers on the Italian university system and the city of Rome.
- In-person and online meetings with assigned students and simultaneous compilation of the dossier relating to each student on an IT platform.
- Peer support and tutoring both for those enrolled for the purpose of entering the university world and for those enrolled in subsequent years in study activities.



- This support will have the following focuses:
 - Inclusion of incoming international students
 - Inclusion of vulnerable students (e.g. students with disabilities)
 - Accompaniment of students of the Luiss Sport Program.
- Participation in person and online meetings with Luiss Manager and with all the other tutors and Luiss staff involved in the planned actions.
- Collaboration with the tutor of the study course in the activities proposed by the Tutoring (front-office activities; organization and participation in Welcome Desk and Orientation activities and events; recall and direct mailing activities).
- Support for students in using the Luiss platform (booking exam sessions, consulting the syllabus and lesson timetable).

6. Monitoring activities

The Student Buddies' activities will be monitored through the use of online timesheets. Each Buddy will report the amount of hours and work done.

7. Compensation

The annual compensation it is established in the contract the Student Buddy will sign at the beginning of the collaboration. The compensation for each hour of collaboration is Euro 8.00 (eight) and is tax-free pursuant to Legislative Decree no. 168/2012, art. 11, paragraph 3. The collaboration does not in any way constitute a subordinate employment relationship, does not give rise to any evaluation for the purposes of public competitions and will be governed, for anything not provided for in this notice, by art. 11 of Legislative Decree 68/2012 and subsequent amendments.

8. How to apply

To join the Student Buddies' team, please submit your [application form](#) before the *1st of July 2024* at **3:00 PM**, attaching:

1. Valid ID card or passport;
2. Curriculum vitae or resume;

All documents must be in English and in PDF format.

LUISS



In the eventuality of any problem send an email to eperugini@luiss.it

Applications can be submitted from 17th of June until 1st of July 2024 at 3:00 pm

Applications incomplete with the required documentation or received after the deadline will not be considered.

Rome, 26/06/2024