

Rome University of Fine Arts (RUFA) – **Rome Campus** announces a **competition for 4 student collaboration grants (150 hours each)** for the **2025/26 academic year** to support the **Guidance Office**.

Eligibility requirements: Applicants must be regularly enrolled in RUFA first- or second-level academic programmes (excluding first-year students), have paid all tuition and regional DSU fees, earned the minimum credits by the previous summer session (e.g., 38 CFU for second-year BA students, 64 CFU for third-year BA students, 160 CFU for graduating BA students enrolling in a Master's), and hold a **minimum exam average of 26/30**

Compensation: Each grant totals **€1,095.00**, tax-exempt, calculated at **€7.30 per hour**, paid in **two instalments** after 75 and 150 hours, upon positive evaluation of performance

Main duties:

- Provide **on- and off-campus guidance support**, including travel to fairs and schools (expenses covered by RUFA).
- Manage the **Guidance Office email accounts** and handle **telephone contacts** with high schools.
- Perform **data entry and reporting** using Excel and HubSpot CRM (mandatory insertion of contacts within 5 days of return from tours).
- Collaborate in organising and running **Open Days**

Application procedure and deadline: Applications must be submitted **online** via the official form at [RUFA's website](https://www.unirufa.it) by **21 September 2025**, with any supporting certificates emailed to concorsi@unirufa.it

Evaluation and selection:

- **Maximum 30 points:** up to 10 points for exam average, up to 5 points for additional qualifications (e.g., prior degrees, Erasmus mobility, certifications), and up to 15 points for an **oral interview** (experience in communication/promotion is an advantage).
- The **highest-scoring candidates** are awarded the grants. The ranking will be published on RUFA's notice board and website. Appeals may be submitted within **5 days** of publication; after that, the results become final

Selection outcome: The 4 grants will be awarded to the candidates with the highest total scores. The final ranking list will be published on the official notice board and on the RUFA website.