

Call for applications for the awarding of part-time jobs reserved for students enrolled in a degree program at Luiss Guido Carli in the 2026/2027 academic year.

1. Subject Matter of the Competition

The Luiss Guido Carli part-time jobs represent an important opportunity for students to actively contribute to the life of the University by carrying out support activities in offices and other university services. To this end, as provided for in Luiss Executive Committee Resolution No. 289/2026, for the 2026/2027 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 **69** part-time jobs to Luiss Guido Carli students for the conducting of activities in support of the following offices:

Office	Number of part-time positions available
Admissions and Student Office	2
Alumni	6
Branding & Corporate Communication	2
Career Service	5
Events	1
Finance and Administration	14
International Degree Programs	2
Engage EU	1
Library	4

Office	Number of part-time positions available
Luiss Business School S.p.A. SB	13
Business Development	3
Master	1
MBAs – SKILL Labs	1
MBAs – Full Time	1
MBAs – Flex Open	1
DBA – HELM	1
DBA – GSM	1
EMBA	1
Operations & Students'experience	2
Executive Master	1
Orientation	4
PhD & Education Funding	1
Research and Third Mission	1
Social Innovation and D&I	1
Student Mobility	3
Studies Office	4
Summer School	4
Sustainability	1

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 2026/2027 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 2026 to 31 October 2027.**

Failure to conduct the job without a valid reason and/or in the absence of formal notification, will result in the withdrawal of the benefit 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.

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. 68/2012.

Payment related to the work done from November to March shall be made by 30 June 2027 and payment related to the work done from April to October shall be made by 31 December 2027.

In order to receive payments on time, it will be student's or offices' responsibility to send complete and signed [forms](#) to the Financial Aid Office by 15th April and 15th November 2027.

The part-time collaboration does not constitute a subordinate employment 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, will be regularly enrolled in a degree program at Luiss Guido Carli in the 2026/2027 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.

Students on the ACE programme with "suspended" status in the 2025/2026 academic year during their third year of mobility at Renmin University, as provided for by the structure of the ACE programme itself, and subject to payment of the Luiss Single Contribution in the 2026/2027 academic year, may also participate in this competition.

The following students are also excluded:

- a. those who will be enrolled in the 2026/2027 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 2026/2027 academic year by the deadline established by the University.
- c. those who will take part in an international mobility program in the 2026/2027 academic year.
- d. those whose documentation will be incomplete.
- e. while participating in the ACE programme, were enrolled in the second academic year 2025/2026 and are enrolled in the third year of the programme in the academic year 2026/2027 with the status "suspended" due to the mobility period at Renmin University are excluded.

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 2026**. Following the online submission of the application, students will receive a confirmation of its receipt by e-mail.

Please note: all applicants must have, by the deadline of this call for applications, a valid ISEE 2026 declaration (Equivalent Economic Situation Indicator) valid for the purposes of obtaining aid for university studies, without omissions or discrepancies.

Applications that attach a DSU declaration (dichiarazione sostitutiva unica) instead of an ISEE certificate will not be accepted. In case of a tie in the ranking, the student with the lowest ISEE will be favoured.

Students, who do not enclose the ISEE 2026 with their application will, based on their merit score, have a lower ranking position than students who have enclosed it. Should there be students, who have not attached ISEE, with equal merit, the ranking position will be determined by the date and time 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 the household **in the year 2024**, drawn up using the model in Attachment 3 to this notice. The self-certification must be drawn up in Italian or English, under penalty of exclusion from the competition.

Students enrolling in the 2026/2027 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, the candidate will be excluded from the competition.

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.

Only complete applications actually received by the deadline will be considered.

Luiss Guido Carli disclaims any liability in relation to applications that are not received due to technical issues or reasons attributable to third parties.

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 – calculated without any rounding – sat as of 15 September 2026 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 15 September 2026 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 2026/2027 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. In the absence of a Grading System, the average score will be proportionally converted into the 30-point scale. 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 **2026/2027 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 2025/2026 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 favoured, followed by students who have not submitted ISEE, ranked according to the chronological order of arrival of applications. The final version of the ranking elaborated by the Financial Aid Office, will be validated by the above-mentioned Commission, composed of the Deputy Rector for Education and Dean

Undergraduate School or his/her delegate, the Deputy Rector for Education and Dean Graduate School or his delegate and the Deputy Rector for Rankings, Accreditations and Quality.

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 five working 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, including the inability to perform the assigned activities in person at the Office.

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, 3rd September 2026

Managing Director
Rita Paola Maria Carisano

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 2026/2027 academic year.

Office	Work
Admissions and Student Office Viale Romania, 32 and Via Parenzo 11	Assistance in office activities, archiving, follow-up call, verification and preparation of materials for events, and support during events such as Graduation Day.
Alumni Via Salvini, 2	Support in updating professional information and contacts in the University's databases (CRM), support in institutional communication activities and managing distribution lists, and organizational and operational support to the office during events and initiatives.
Branding & Corporate Communication Viale Gorizia, 17	Support in drafting texts and editing content for the website; support in drafting texts, editing and graphic co-ordination of brochures, flyers etc.; composing monitoring reports for the Luiss switchboard; support in drafting texts and creating internal communication campaigns; in-depth analysis and benchmark analysis on Top Ranked University websites; assistance in everyday office activities.
Career Service Viale Salvini, 2	3 collaboration positions supporting the Events & Communication Area, involving event planning and coordination, preparation of event materials, assistance with communication activities, participant reception and support, engagement of Student Ambassadors, and the updating of data and reports. 2 collaboration positions supporting the Employer Contact & Reporting Area, involving data monitoring and analysis, preparation of reports, identification of career opportunities, and monitoring of the national and international job market, using tools such as Microsoft Excel, PowerPoint, and the JobTeaser platform.
Events Viale Pola, 12	Support for organizing university events; updating mailing lists; sending invitations; attending and overseeing events. Knowledge of and passion for institutions and/or communication is appreciated.
Finance and Administration Viale Romania, 32	Administrative support in office activities.

Office	Work
International Degree Programs Viale Romania, 32	A minimum B2 level of English and proficiency in the Microsoft Office suite (ECDL) are required, specifically intermediate/advanced knowledge of Excel spreadsheets. Tasks: • Support for managing documentation related to mobility funding; • Web research; • Information/updates regarding potential partner universities; • Support for surveys and monitoring of outgoing/incoming DD (Double Degree) and PS (Project Semester) students; • Support in preparing forms for mobility students; • Preparation of Word/Excel database files; • Assistance with event-related activities; • Data entry; • Administrative support to office staff.
Engage EU Viale Romania, 32	A minimum B2 level of English and proficiency in the Microsoft Office suite are required, specifically intermediate/advanced knowledge of Excel spreadsheets. Tasks: • Web research; • Information/updates regarding international relations, EU funds, and European Alliances; • Support for surveys and monitoring of international mobility; • Support in preparing forms for international mobility; • Preparation of Word/Excel database files; • Assistance with event-related activities; • Data entry; • Administrative support for office staff; • Text translation
Library and Cultural Activities Via di Santa Costanza, 53	Cataloguing and shelf placement of monographic and periodical material; performed digital reproduction of library materials for the document delivery service; provided administrative and cataloguing support to the library staff.

Office	Work
Luiss Business School S.p.A. SB Via Nomentana, 216	Master: Collaboration on organizational activities for the BU's full-time Master programs.
	Executive Master: Assisted programme coordinators with reviewing brochures and website content and monitoring attendance for Master's programmes.
	Operations & Students' experience: Preparation and compilation of Excel files, support to colleagues for document verification.
	Business Development: Support for Business Development activities, with particular reference to monitoring and benchmarking activities, preparation of invitations for events, and operational support for the area's initiatives.
	MBAs, DBAs, EMBA: Organizational Support: e-learning platform management, evaluation surveys management (reminders, creation, data collection and formatting), classroom management, room booking, attendance monitoring, in-classroom contact with faculty and students, collection of needs and information.

Office	Work
Orientation Viale Romania, 32	Main activities planned: • Operational support in creating informational materials and presentations (PowerPoint, Excel, Word); • Recall activities and phone contact with students and families; • Active participation in orientation events on campus and across the national territory; • Presentation of the Luiss educational offering and student services at secondary schools in Rome and throughout Italy; • Welcoming and guiding students during Campus Tours, with the ability to engage in effective dialogue and provide personalized guidance; • Managing information desks during institutional events, orientation days, and open days; • Collaboration with the Orientation Office staff or other assigned offices, with flexibility and team spirit. Skills and requirements requested: Availability to ensure a constant and regular presence in the office, motivated by a continuous and responsible commitment;
PhD & Education Funding Viale Romania, 32	Support activities in the following tasks of the Office: • back office for managing student applications; • front office for providing information and/or receiving student documents; • document filing; • assistance with activities related to events and seminars; • data entry; • working with Excel files

Office	Work
Research and Third Mission Viale Romania, 32	Support for the activities carried out by the Research and Third Mission office in project management and promotion of research and the university's third mission. Specifically, operational activities supporting the management of funded research projects, data collection and reporting, organization of events and trips related to research projects, and analysis of new topics, initiatives, and opportunities that help develop research at Luiss and its social impact.
Social Innovation and D&I Viale Gorizia, 17	Operational support in organizing and managing projects, events, and initiatives, preparing the related documentation, carrying out analyses and benchmarks, as well as performing back-office tasks.
Student Mobility Viale Romania, 32	• Administrative support to office staff. • Assistance in checking and archiving Erasmus mobility documentation (contracts, certificates, learning agreements, Transcript of Records) and international mobility. • Use of Excel tables for data entry. • Maintenance and updating electronic documentation about partner universities on the intranet. • Searching for information on partner universities on the Internet. • Assistance and participation in information and orientation days organised for Luiss students and guests. • Support reception / orientation / assistance to guest students. • Assistance to Luiss students interested in a mobility programme. • Assistance to Luiss students selected for a study period abroad.

Office	Work
Studies Office Viale Pola, 12	• Data entry processing and analysis; • administration of questionnaires; • conducting telephone interviews to collect data for surveys managed by the office; • assistance in the drafting of statistical reports; • produced reports summarizing focus group results; • text analysis of open-ended questions; • development of infographics; • collected benchmarking data and information from national and international online sources; • preparation of documentation for multi-member bodies; • document storage.
Summer School Viale Romania, 32	Collaboration and support during the Open Day Summer School on site (in the organization of the event, staffing 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. <i>It requires at least 60% of the hours to be held in the period 1 June to 30 September.</i>
Sustainability Viale Romania, 32	The candidate will support the Sustainability Office in various projects relating primarily to environmental sustainability, but also to inclusion (such as, for example, initiatives involving people with autism in the university garden); activities will include: collecting and analysing ESG data, developing benchmarks, monitoring projects, and providing operational support for internal and external communication initiatives aimed to promote a culture of sustainability within the University.

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 2026/2027 academic year.

Maximum number of credits that can be earned by the end of the 2025/2026 academic year.

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

Academic Year	Economia e Management	Management & Computer Science	Management and Artificial Intelligence	Economics & Business
I	58	-	62	56
II	112	-	120	116
III	180	180		180
IV	-	-		-
V				

Academic Year	Business Administration	Business Administration Programma "ACE"	Scienze Politiche	Politics, Philosophy and Economics	Giurisprudenza	Global law
I	60	54	60	70	71	66
II	114	88	122	134	132	128
III	180	124	180	180	192	
IV	-	180		-	246	
V					300	-

2. *Face-to-face Master's Degree Programmes*

Academic Year	Amministr. Finanza e Controllo	Corporate Finance	Data Science and Management	Management	Strategic Management (all strands)	Marketing (all strands)	Global Management and Politics
I	62	68	62	70	68	70	62
II	120	120	120	120	120	120	120

Academic Year	Economia e Finanza – Major Banche e intermediari finanziari	Economia e Finanza – Major Applied Economics	Economia e Finanza – Major Finance	Economia e Finanza – Major RoME	Governo, Amministrazione e Politica (all strands)	International Relations (all strands)	Policies and Governance in Europe
I	66	64	64	62	68	58	68
II	120	120	120	120	120	120	120

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 2026/2027 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 2024
1.					
2.					
3.					
4.					
5.					
6.					
7.					

b) do hereby declare that the family's total gross income for the year 2024 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 2024 were as follows:

(1) Ownership of family home as of 31 December 2024:

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

(2) Ownership of other buildings (including those owned abroad) as of 31 December 2024 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 2024 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)

Attached: copy of passport
