

CALL FOR APPLICATIONS FOR THE AWARDING OF UNIVERSITY TUTORING CONTRACTS FOR THE 2026/2027 ACADEMIC YEAR

(Law No. 341 of 19 November 1990 - Reform of University Academic Programs - Article 13 Tutoring)

**National Collective Bargaining Agreement for Non-Employee Personnel in Private Universities of 10
November 2015**

For the purposes of the awarding of annual university tutoring contracts at Luiss University for the academic year 2026/2027, all candidates are invited to submit their CV and a cover letter to tutorato@luiss.it no later than 1:00 PM on September 10 (time of mail receipt), with the subject line: "Tutoring Application".

The candidates who pass the first phase of the selection procedure based on their CVs will be called for an in-person face-to-face interview at the University's premises in Rome.

The Selection Commission consists of Dr Federica Capone, Head of the Procedure and Director of Academic Affairs, the Head of Orientation, Tutoring and Financial Aid Office, and the Coordinators of the Tutoring Service.

The final evaluation and consequent awarding of contracts will be carried out at the sole discretion of the Commission. That evaluation will lead to the compilation of a ranking list for internal use only.

The position of university tutor cannot be held by a Luiss academic tutor (call for application expected in June 2026) or an academic program manager.

The duration of the assignment will be one year, with a possible extension of up to two additional years, with no further extension permitted, and subject in any case to the candidates' availability within the established timeframes and conditions.

In the event of an explicit withdrawal by selected candidates, the ranking list will be used to identify and appoint other eligible candidates.

Please note that the start of the contracts will be subject to any subsequent approvals by the competent University bodies.

Indispensable requirements

- Hold a master's degree, four-year bachelor's degree (old system) or single-cycle degree obtained by the date of submission of the application in the following academic-discipline fields: economics, engineering
- Have read the call for applications as well as the privacy notice on the processing of personal data pursuant to Article 13 of Regulation (EU) 2016/679 concerning the data provided, which are collected by Luiss University for the purposes of managing the selection procedure and are also, as the case may be, processed following the awarding of the contract for purposes inherent in managing the relationship itself including fulfilling the publication obligations under Article 15 of Legislative Decree No. 33/2013.
- Have excellent knowledge of the English language, minimum level B2.

Preferred requirements

- PhD.
- Professional experience in a university and/or school context for more than 3 years.
- Tutoring experience at Luiss or another university.
- Teaching contract at a secondary school or university.
- Certified Coach certificate.

A candidate's knowledge of Luiss University, in terms of how teaching and services work here, will also be a positive.

For the 2026/2027 academic year the following are required for **Tutoring Office**:

- **Up to 3 Tutors divided between Undergraduate and Graduate Degree Programmes within the Tutoring Office – gross annual compensation EUR 3,750** (annual contract from July 2026) on the basis of 5 hours per week spent performing the following functions:
 - a. incoming orientation: participation in orientation days (Saturdays) and meetings with prospective students;
 - b. welcoming service: information for freshers or those who have transferred from another university on how Luiss works and university life (this service can be provided during office hours, upon request, or via online talk);
 - c. ongoing orientation: support in organizing university life, assistance in choosing or changing degree programs, selecting majors, drawing up study plans and familiarizing students with the services offered by the University (this service may be provided by appointment upon request);
 - d. study planning: activities in connection with the planning of studies will be undertaken in the 2026-2027 academic year in a collegial manner, in-person face-to-face or online;
 - e. liaison with faculty and teaching assistants: tutors will support students in contacting the relevant teaching assistants in order to receive teaching support in preparing for exams;
 - f. assistance and guidance for international exchange projects;
 - g. coordination with academic program managers to ensure that possible critical issues or positive aspects correctly come to light.

Accepting the position of tutor entails:

- participation in at least 80% of the training provided in-person and online by the University, for the purpose of carrying out the tutor's duties throughout the duration of the contract;
- remaining up-to-date on the educational and other opportunities offered by Luiss, and assistance in accessing the University's services;
- participation in coordination meetings with the Head of the Service and all the other tutors and Luiss staff involved in the planned actions;

- cooperation activities with the Orientation Office for participation in internal, off-campus, online and orientation desk orientation initiatives;
- participation in-person and collaboration at events organized by the University related to tutoring (e.g. Freshers' Week and Freshers' Day);
- conducting in-person face-to-face meetings according to the Head of the Service's schedule, so as to ensure provision of the service throughout the whole week;
- compilation and constant updating of documentation relating to the performance of the tutor's duties, in accordance with the instructions provided by the Head of the Service (e.g. diary of activities and contacts with students, etc.);
- facilitation of contacts between students, faculty and teaching assistants;