

UNITA INTERNSHIPS (WP4)

UNIVERSITY: UNIVERSITÉ DE PAU ET DES PAYS DE L'ADOUR

1. GENERAL INFORMATION

- Entity or company : PUPPA
- Legal representative: Laurent Callegarin
- Contact person for the internship: Xavier Pérez
- E-mail : xavier.peres@univ-pau.fr
- Address PUPPA Avenue du Doyen Poplawski - BP 1633 - 64016 PAU Cedex

2. INTERNSHIP TRAINING PROJECT

- Degree requested 1st year of Master's or recently-completed Master's Degree
- Transversal competences
 - Project management and organizational skills
 - Fluency in English and good command of both written and spoken French
 - Written understanding of at least one romance language (Spanish, Italian, Portuguese, Romanian)
- Specific competencies (*Specific competencies of the university degree that will be acquired during the internship. Please, include at least five competencies*)
 - Excellent written, proofreading and verbal communication skills
 - Ability to prioritize multiple assignments in a deadline-driven environment
 - Ability to work independently as well as within a team
 - Excellent organizational skills and attention to detail
 - Familiarity and/or interest in the current marketplace and an appetite for contemporary fiction and nonfiction and academic scholarship
 - Proven ability to use available resources to problem solve
 - Familiarity with social media platforms
 - Proficiency with Microsoft Word, Excel, and Outlook
 - Feeling at ease learning new technology and quickly adapt to change, new processes, and project management tools
- Main activities during the internship
 - Providing administrative and technical support to Publisher and Editorial Director.
 - Assisting in the publishing process by reviewing translation requirements for submitted manuscripts.
 - Communicating between authors, staff, and a variety of internal departments.
 - Proofreading manuscripts in at least one of the required languages
 - Translating title information sheets, online copy, and cover copy.
 - Participating in editorial meetings
 - Helping with communication and social media
- Sustainable Development Goals (SDGs) (*Please, indicate at least two SDGs linked to the internship*)
 - Quality education for all
 - Sustainable consumption and production

3.- CONDITIONS AND PROFILE OF THE INTERNSHIP

- Number of places offered: 1
- Internship Location address:
Avenue du Doyen Poplawski - BP 1633 - 64016 PAU Cedex
- Scheduled start date (*will be specified once the request is approved*) September 15
- Scheduled end date (*It will be set depending on the schedule*). March 15
- Scheduled time (*Specify the daily scheduled time*). *To be determined*
- Total hours (*Please, calculate the total hours taking to account the schedule and dates, holidays, etc. The number of hours must be following the internship's schedule and duration*) 100
- Academic tutor and University: Laurence Roussillon-Constanty:
Laurence.roussillon-constanty@univ-pau.fr

- Contact person at the entity/company (*Different from the academic tutor*)
Laurent Gallegarin
- **Other requirements** (Languages, others...)

4.- OBSERVATIONS

Expenses payed by the University or the entity: The student will receive a grant of 3,9 € per hour. The grant comes from national funds given by the National Research Agency.