

Tutor Call Valentino Residence Hall

Deadline | January 25, 2026

Academic Year
2025/26



Fondazione
Collegio
Universitario

Einaudi

Tutor Call a.y. 2025/26

2 Tutor Positions Available

Collegio Universitario Einaudi Foundation offers a wide range of **personalized and multidisciplinary educational experiences** that complement university studies and are designed to support students in developing their potential as individuals who are eager and capable of making a positive impact on the social, economic, and cultural growth of society.

Taking part in Collegio Einaudi's educational programs is a highly customizable experience, supported by the expertise of Section Staff (Training Design Expert and Community Manager) and **Section Tutors** — students who offer their experience to support the educational journey of the student community.

Each academic year, the **team of Tutors is renewed**. For the 2025/2026 academic year, in accordance with Ministerial Decree No. 673 of 08/09/2016, **Collegio Einaudi is seeking 2 students** holding a place of study for 2025/2026 to serve as **Tutors in the Valentino Section**. The expectations, responsibilities, and required skills are outlined below.

Eligibility Requirements and Profile Characteristics

1. Be a current **student resident at the Collegio for the academic year 2024/25 and confirmed for 2025/26**, or exclusively holders of a place of study for the academic year 2025/26.
2. Committed to **residing at the Collegio for the entire 2025/26 academic year** (i.e., no planned mobility programs or early withdrawal from the study place).
3. Can ensure **physical presence at the Collegio from February 2, 2026** continuously through July 31, 2026 (in case of unforeseen absence during this period, the Tutor must notify Section Staff promptly to arrange for a substitute).
4. Have not received disciplinary sanctions or fines during the 2024/25 academic year.
5. Have actively participated in community life and educational projects at the Collegio in 2024/25.
6. Can demonstrate **excellent active listening skills, organizational ability, and interpersonal competence**.
7. Have **strong command of both English and Italian** (verbal and written).
8. Be proficient with the **Microsoft Office Suite**.

Compensation

The Tutor position comes with a gross compensation of €250, to be paid by August 2026, upon completion of duties for the full academic year.

Modalità di selezione

The Training Design Expert and Community Manager will assess applications to identify two Tutor in the 2025/26 academic year.

The selection includes the **following steps**:

1

Submit your application by filling in your details and uploading a motivational letter here [Google Form](#) by January 25, 2026.

2

Complete the Perf Echo questionnaire (a personalized link will be **sent after submission) by January 30, 2026.**

3

Attend an interview (in-person or online) with the Section's Training Design Expert.

Role Profile

Role Mission

The Tutor is a senior student who contributes actively to the achievement of Collegio’s non-formal educational objectives (as per Ministerial Decree 673/2016) through guidance, support, and supervision. They promote the integration and educational success of their tutees in line with the Annual Educational Plan (PFA), collaborating closely with Section Staff.

Responsibilities

The Tutor is responsible for ensuring:

1. That their tutees understand the objectives and contents of the Annual Educational Plan (PFA).
2. Proper use of the Educational Portal by their tutees.
3. Completion of each tutee’s Personal Learning Plan (PFP).
4. Support in case their PFP needs to be revised.
5. Monitoring and reporting on PFPs, alerting the Training Design Expert to any critical issues.
6. Contribution to identifying their tutees’ training needs.
7. Collection and communication to the Staff of any specific needs related to the individual or community well-being.

Key Activities

AT THE BEGINNING OF THE ACADEMIC YEAR:

- Welcoming new students (physical presence in Section), which includes:
 - ◊ Provide information on shared spaces and usage guidelines;
 - ◊ Introduce to new students their assigned room and floor (especially kitchen and study room use);
 - ◊ Provide contact info and location of the Section’s IT technician;
 - ◊ Provide contact info and room of their reference Tutor;
 - ◊ Provide information on Section Staff offices/reception and service hours;
 - ◊ Explain the procedure for reporting damages or facility issues;
 - ◊ Provide guidance about the PFP;
 - ◊ Explain the roles of the Training Design Expert, Community Manager, and Scientific Committee;
 - ◊ Highlight rules for Students with a Study Place;
 - ◊ Highlight the Services Guide;
 - ◊ PFP regulations;
- Participate in “Welcome on Board” and other welcome events.

“Role Profile” Attachment

THROUGHOUT THE ACADEMIC YEAR:

- Provide ongoing support for tutees in using the Educational Portal;
- Monitor the completion and attendance of PFPs via reports agreed with the Training Design Expert (monthly during training periods);
- Ensure proper upload of the completed and signed Student Record Book;
- Participate in evaluation activities (e.g., focus groups, surveys);
- Participate in Open Days (from March to June);
- Active attendance in coordination meetings with Staff;
- Support the dissemination of educational, community, or staff communications;
- Support in organizing community activities with the Community Manager and Training Design Expert.