

PERSONAL INFORMATION

Roberta Moscon



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Sex Female | Date of birth 23/12/1970 | Nationality Italian

JOB APPLIED FOR POSITION

Seconded National Expert to the European Commission
 Directorate General Education and Culture
 EAC-C-1
 2nd quarter 2022 - 2 years

WORK EXPERIENCE

From 01.08.2019 to present

Università degli Studi di Trento
 Scientific Publications – Open Access, Research Registry, publishing Activities

- Validation of research products and management of the national institutional repository for the Registry of Research (IRIS)
- Design and implementation of communication products and events for the dissemination of Science Open and Open Access
- Point of contact on developments in processes, practices and infrastructure at the national and international level for the implementation of Open Science.

- *Il Manuale per Formatori della Scienza Aperta progettazione* in FOSTER e ZENODO (1.897 downloads: 1.261 views on 03.05.2022)
- *Empowering doctoral candidates in shaping institutional Open Science policy* European University Association, Council for doctoral education EUA
- *The FOSTER Open Science Handbook: A High Quality Teach-the-Teacher Training to Engage Faculty and Staff in Open Science Practices in the Time of Multilingualism*, The Rumors Blog, Charleston Hubs/Against the Grain (USA)
- *Disponibile la versione italiana dell'Open Science Training Handbook. Un esperimento riuscito di traduzione collettiva*, BIBLIOTECHE OGGI, v. 2020, 38, (2020), p. 19-22.
- Open Science website, portale Università degli Studi di Trento, editrice e curatrice
- *A Successful Teach-the-Teacher Strategy* expert voice, EUA
- *A Comparative Analysis of Public Procurement Frameworks and Practices in Universities in Portugal and Selected EU Countries - Italy: 2.5.1. National public procurement legislation. Italy: 2.5.1. National public procurement legislation. 2.5.2. Institutional provisions at the University of Trento*
- *EURODOC Open Science Ambassadors Training* (coordinatrice corso EURODOC con il coinvolgimento di relatori europei in 10 webinar, 2019; nomina di 24 ambasciatori europei)
- *IOSSG twitter* in rappresentanza del Gruppo di lavoro transuniversitario italiano
- Adesivo "Scienza Aperta solo Scienza fatta bene" e poster "La comunicazione scientifica ai tempi della Scienza Aperta" ideati e realizzati

06.06.2016 – 01.12.2016

Free University of Bozen-Bolzano
Piazzetta Università, 1
39100 BOLZANO

Head of the International Relations Office

- Coordination, management and supervision of student and faculty staff mobility programs for study and research purposes.
- Coordination and focal point of the National Executive Agency INDIRE and the Executive Agency European EACEA.
- Preparation of reports and programs as well as applications, statistics and needs analysis.
- Budget preparation, analysis and calculation.
- Planning and coordination and implementation of communication products.
- Consulting on the preparation of national and European internalization projects.

02.01.2013 to 31.12.2014

European Commission – Directorate General for Education and Culture – Unit C2 Higher Education and Innovation; Entrepreneurship; EIT

Policy Officer - Detached National Expert

- Promotion of cooperation among higher education institutions and businesses across Europe fostering inter-sectoral dialogue and debate on education and new skills for graduates and lifelong learning;
 - Organization of conferences at European level and in the Members States, drafting of input notes and final reports;
 - Active participation to dissemination events in Member States;
- Implementation of funded actions for supporting the establishment of university-business partnerships which enhance exchange of knowledge and experience on innovative and joint approaches for teaching and learning;
- Knowledge Alliances (Key action 2 "Cooperation for Innovation and Good Practice" of the Erasmus + Programme) preparation of the call for applications, selection and assessment of proposals, monitoring and assessment of pilot projects; participation to events and moderation of workshops of project follow up;
- Organization of initiatives for raising awareness and for dissemination/promotion of an entrepreneurial approach in HEIs system and of institutional change;
- Workshops and conferences with European experts in the field of entrepreneurial education and the promotion of HEInnovate, the online tool for self-assessment jointly developed by of the European Commission and OECD;
 - Development of the HEInnovate rationale;
 - Coordination of studies on the latest innovative developments in higher education systems and on the entrepreneurial potential of Higher Education Institutions; drafting of the call for tenders, selection procedure and monitoring and contribution to the drafting and preparation of the studies; organization of dissemination events;
 - Drafting of briefing and speeches.

14.05.2008 to 31.12.2012

Università degli Studi di Trento
Via Belenzani , 12
I-38100 TRENTO

Responsible Administrative Officer – Doctoral School in Local Development and Global Dynamics – School on Local Development – University of Trento

- Set-up of the International Doctoral School in LD&GD: an interdisciplinary and inter-dipartimental international Doctoral School in cooperation with a consortium of EU and Non-EU universities.
- Preparation of the legal framework (rule and regulations, implementing rules, students' handbook) according to the national regulations and in accordance with the national regulations of the academic partners;
- Participation in meetings, drafting of minutes and agreements;
- Coordination among the internal and external offices (Students's Services Office, Financial Departments, International Relations Office, University Guild) for the implementation of the programme.

- Coordination and drafting of fund-raising projects both at a national and international level
 - Erasmus Mundus for joint doctorate programmes in the framework of the Lifelong Learning Programme;
 - Erasmus Mundus External Cooperation Windows;
 - Lifelong Learning Programme – Erasmus Placement;
 - Bilateral Agreements of cotutelle de thèse;
 - MAE applications for international research projects.
- Management of the International Doctoral School
- Management and administration of the admission process; drafting of the calls of applications; coordination of the selection procedures;
 - Organisation of the teaching and seminar activities;
 - Management of the students' curricula;
 - Organisation of examinations committees.
 - Assistance to students and faculty for mobility.
 - Dealing with enquiries and complaints from perspective students and enrolled students by phone, fax or email;
 - Preparation of evaluations questionnaires and drafting of statistics;
 - Compiling of reports for internal and external assessment;
 - Formulating and controlling the budget providing advice and guidance in collaboration with the financial department
- Promotion material
- Editing of information and promotion material; Editing and updating of the school webpage; drafting of the School Newsletter, press releases.
 - Organisation of workshops and seminars.

28.12.2001 to 24.05.2008

Project manager – Double Degree and Bilateral Agreements Office – International Relations Department – University of Trento

- Setting up and management of double degree programmes (undergraduate level) with German speaking institutions and different disciplines (pre Bologna System and after).
- Preparation of notes, documents and agreements for the correct application of the ad hoc national procedures and regulations and the merging of the two national systems;
- Exchange and dissemination of information in coordination with the internal and external administrations; participation in meetings;
- Drafting of minutes and agreements, contribution to the preparation of calls of applications; coordination of the selection procedures;
- Management of the students' curricula;
- Assistance to student and faculty for mobility;
- Preparation of evaluations questionnaires and drafting of statistics;

Setting up and management of bilateral and multilateral agreements. The same as above.
Geographical areas: North America and South Africa. Moreover, coordination and drafting of projects for fund raising and for fostering international academic cooperation (e.g. programme Atlantis within the framework of the Lifelong Learning Programme)

- Preparation of information and promotional material (texts for brochures, for website, posters);
- Participation to information session, conferences for purposes of recruitment and information;
- Dealing with enquiries and complaints from perspective students and enrolled students by phone, fax or email;
- Formulating and controlling the budget providing advice and guidance in collaboration with the financial department.
- Coordination and drafting of projects for fund raising (at national level).

Setting up and management of bilateral and multilateral agreements. The same as above.
Geographical areas: North America and South Africa. Moreover, coordination and drafting of projects for fund raising and for fostering international academic cooperation (e.g. programme Atlantis within the framework of the Lifelong Learning Programme)

01.04.2000 – 17.12.2001

Azienda di Promozione Turistica di Trento
Via Alfieri, 4
I-38100 TRENTO

Marketing manager and press officer

Support to national and international media of the tourist branch on the one hand and to tour

04.12.1999 – 03.01.2000
01.07.1999 – 31.10.1999

operator and agencies on the other. Organisation of press trips, press conferences, assistance to tv troupes. Participation to specialised fairs and workshops and preparation of packages for groups and individuals. Participation to national and international conferences

05.12.1997 – 30.04.1998
20.01.1997 – 31.11.1997
03.06.1996 – 30.09.1996
02.01.1996 – 30.04.1996

Information desk, preparation of tourist packages

In the periods non-covered by contracts participation to press conferences

From 1998 to 2001

Autonomous Province of Trento

Free-lance translator

From German to Italian

From 1998 to 1999

Buonconsiglio Castle and museum
Via Bernardo Clesio
I-38100 TRENTO

Assistant of the head of the press office

Preparation of texts, press releases, translations, assistance to journalists and camera teams, updating of bank data, press review

EDUCATION AND TRAINING

2nd level Master degree in Peacebuilding and Conflict Resolution

School for International Studies of the University of Trento

Final dissertation: *“I diritti degli Uomini e delle Donne tra Multiculturalismo ed Etnocentrismo”*

Theory and practice of peacebuilding, International Law and Conflict Management, Project Cycle Management, Economics of reconstruction and development, the peacebuilding missions of the European Union, International Penal Law, Multilateral Economic Institutions and Conflict, Minority Rights.

Four-year Degree in Translation

German and English language and literature, translation

Scuola Superiore di Lingue Moderne per Interpreti e Traduttori dell'Università degli Studi di Trieste

Final Mark: 110/110

Thesis: Machine Translation: a comparison between four machine translation systems (Systran, Logos, Langenscheidt, Systran online): from the theory to the practice.

Internship

European Commission Translation Service – Directorate for General and Language Matters / Development of Multilingual Tools Luxemburg

Introduction to the Commission's machine translation system (Systran), the EURAMIS project, Eurodicautom, Trados Multiterm, Trados Translator's workbench

PERSONAL SKILLS

Mother tongue

Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
German	C2	C2	C2	C2	C2
German-Italian bilingualism licence from the Autonomous Province of Bolzano. Level C1 (formerly A level).					
English	C2	C2	C2	C2	C2

French

C2

C2

C1

C1

C1

Communication skills

Ability to work in an autonomous way, strong analytical aptitudes, intercultural comprehension and flexibility. Very good sense of initiative, high sense of responsibility. Affinity to cooperate with many interlocutors from different backgrounds; very good communication skills and at ease with public presentations. I can display a diversified and extensive work experience in several positions in the academic environment as project manager and coordinator of international, interdisciplinary and inter-sectoral programs and degrees. My duties included communication and fund-raising activities. My analysis and drafting activities included: speeches, speaking points, concept notes, power point presentation for dissemination, texts for printed material for information or advertisement, ad hoc contributions; revision and review of reports, case studies, studies; evaluation of project proposals.

Organisational / managerial skills

Through my working experience I have been able to develop very good organisational and coordination skills, the ability to work under pressure, to be self-motivated and with the flexibility to handle rapidly changing priorities. My hand-on experience within and with the academia has provided me a unique perspective and insight of universities. This diversified blend of experiences and competences in different positions in domestic as well as in international environments as policy officer and practitioner in different sectors I feel could be a valuable asset to EAC. My experience at the European Commission, DG Education and Culture - Unit C2 Higher Education and Innovation; Entrepreneurship; EIT has afforded me the opportunity to become familiar with European policies and actions, and gain a comprehensive transnational understanding of education related issues. During my career I was allowed to work in international environments and learning new perspectives and positions; to work with people from different sectors and disciplines learning to understand and accomplish their needs and expectations. My experience includes -in depth-knowledge of administration in international students' recruitment, selection, admission, award of grants and scholarships, assessment and graduation; establishment of double and joint degrees and of bilateral agreements; setting up and management of post-graduate programmes and School; submission of applications to national and European calls for funding; drafting of calls for applications of European programmes and of the selection procedure; organization of and the participation to international events and workshops as participant and speaker; drafting of policy papers and reports; of the coordination of studies.

Computer skills

Good command of Microsoft Office, Word, Excel, Power Point, Internet, Github, Outlook, Social media

Driving licence

Driving licence category B

ADDITIONAL INFORMATION

Academic mobility
Abroad

- Deutscher Akademischer Austauschdienst (DAAD): Universität Münster (Deutschland) 6 months scholarship
- Universität Germersheim, Fachbereich Translation-, Sprach- und Kulturwissenschaft (Deutschland): 12 months Erasmus+ mobility
- University of Luton (United Kingdom): 6 months Erasmus+ mobility
- Alliance Française Paris (France): 3 weeks French course
- SIEMENS Übersetzungsdienst Erlangen (Germany)
- European summer academy for universities and research institutions. Focus on European Community Programmes, Budapest (Hungary)

Seminars and courses

- “Effective Communication for International Relations: Presentation and Meetings”, Dublin (Ireland) 5-9 July 2004, EAIE
- “International Cooperation”, Barcellona, (Spain) 13-17 June 2005, Leonardo Programme – We know it workshop
- “International Communication”, Kalmar, (Sweden), 24-28 April 2006, Leonardo Programme-We know it workshop
- “European Summer Academy for Universities & Research Institutions. Focus on European Community Programmes”, Lake Balaton (Hungary) 13-17 August 2007
- USTREAM peer learning seminar “National and institutional approaches to delivering efficiency” 4-5 December, 2017, Dublin (Ireland) EUA
- Sistemi di assicurazione della qualità nelle università e valutazione esterna, 2017, University of Trento
- Erasmus+ staff mobility training, Bruxelles (Belgium), European University Association EUA 2018
- Erasmus+ staff mobility training “Foster training for Open Access”, Copenhagen (Denemark), March 2019
- Summer School in Research Data Management, University of Parma (Italy) 1-5 June, 2019
- FOSTER open access and open science, 2019;
- Erasmus+ staff mobility training 2020 University of Edinburgh (UK) for COVID19 cancelled.

Workshops and conferences
Participation as
speaker or moderator

- Session Nationale Europe. Construire des projets Erasmus + pour developper les compétences des élèves et leur permettre de trouver leur place dans l'Europe demain, Strasbourg (France), 4-6 November 2015
- 1st e-nspiration Partner Meeting, Montanuniversität Leoben, Leoben (Austria) 27 January 2013
- 1 e-nspiration Partner Meeting Introduction of the knowledge alliance in ERASMUS+ Leoben (Austria) 6 May 2014
- Entrepreneurship Key Competence: Policy and Practice in the Eastern Partner Region Entrepreneurship in Higher Education and University-Business Cooperation, Chisinau (Moldavia), 11-12 June 2013
- Cooperation between higher Education and Industry to foster innovation in the European Union conference on Seeking Dealership Excellence through Research and Training at Università Politecnica delle Marche - Ancona (Italy), 10 September 2014
- Erasmus+ info days on European policies for high representatives of the Region governance – Regione Siciliana, Bruxelles (Belgium) 25 / 26 November
- Il programma Erasmus+ Cooperazione Università-Industria” Seminars on European policies for fonctionnaires of the Region Sicily Bruxelles (Belgium), 2 - 3 December 2014
- Session national Europe Strasbourg - Problématiques Européennes et projets Européens Strasbourg (France), 6 November 2015
- HEInnovate workshop, Roma (Italy), 1 October 2014

Organisation and
event management

- Session Nationale Europe. Construire des projets Erasmus + pour developper les compétences des élèves et leur permettre de trouver leur place dans l'Europe demain, Strasbourg (France), 4 -6 November 2015
- 1st e-nspiration Partner Meeting, Montanuniversität Leoben, Leoben (Austria) 27 January 2013
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- Session national europe Strasbourg - Problématiques Européennes et projets Européens Strasbourg (France), 6 November 2015

- HEInnovate workshop, Rome (Italy), 1 October 2014 FUNDING FORUM, EUA
- Barcellona (Spain), 2018, rapporteur

Inter-institutional and extra-institutional activities

- External advisor Efficiency, Effectiveness and Value for Money at Universities, Erasmus+ project, European University Union
- Pilot project member of the group "Inclusivity and Citizenship Skills" of EFFECT programme.
- Moderator and co-ordinator training online on Open Science in collaboration with EURODOC.
- INDIRE Evaluator - Istituto Nazionale di Documentazione, Innovazione e Ricerca Educativa Erasmus Plus (evaluation of applications actions KA107 call 2020 evaluation of final reports Call 2018/19/20 KA203 Higher Education 2022.
- Translation in German of the Università degli Studi di Trento website 2018
- English translation Carta dei Servizi per il Nido
- English translation email exchange Nido dell'Università degli Studi di Trento
- English translation of the informacy Privacy per l'Ufficio Legale dell'Università degli Studi di Trento
- English, French and German translation into Italian of the documentaries XXVI edition International Archaeological Film Festival ,1915, Rovereto
- COURSERA translation of courses community. Successful Negotiation: Essential Strategies and Skills, University of Michigan Italian translation;
- Das Ende der Geduld (it. La Fine della Pazienza) author Kirsten Heisig, Herder GmbH, Freiburg in Breisgau. Translation and publication on AMAZON Kindle and ZENODO (1.907 downloads; 2.166 views 04.05.2022)
- Translation and graphic release of FOSTER Handbook on Open Access "Open Science Training Handbook" - "Manuale per Formatori della Scienza Aperta" for implementing and sharing open science in Italy. Translation and publication on ZENODO and academic libraries (1.900 downloads; 1264 views).
- Scuola-Lavoro Ok, ma va fatto bene (10.03.2016) first page article "L'Adige", columns "Formazione e giovani".
- Creation of a blog on efficiency and effectiveness in university public administrations on Yammer with EAC DG Education and Culture.
- VIII steering group European project USTREAM, Bruxelles, 2019