

University of Pisa – Rector's Office

ABOUT ME AND MY JOB

Hello! I have been working at UniPi since 1997.

At first, I worked at the Student Services Office.

After that, I moved to the Legal Office.

Since 2003, I have been working in the Rector's Office.

During my time here, I have worked with four different Rectors:

Pasquali, Augello, Mancarella, and now Zucchi.

I have the longest service record in the office, but I am not the oldest in age 😊!



What I do

I mainly support the Rector in his daily activities. My job involves managing the Rector's schedule, organizing appointments, and handling all official correspondence. If you need information about the Rector's schedule or background materials for academic meetings, you can ask me.

Roles and Responsibilities In my office, we have specific roles to ensure everything runs smoothly.

Here is what I am responsible for:

- **Rector's Support:** I assist the Rector with appointments and manage the filtering of emails for participatory bodies.
- **Documentation:** I prepare materials for academic meetings and archive official documents.
- **Committees:** I serve as a Deputy for the Ethics Committee Secretariat.
- **Patronage & Events:** I am the point of contact for university patronage for cultural initiatives and I manage the bookings for the Rectorate's Great Halls (Aulae Magnae).
- **Budget & Administration:** I handle administrative and accounting procedures for the Rector's Office budget.
- **Travel & Missions:** I manage the administrative procedures for the business trips of the Rector, Vice-Rector, and the Rector's delegates.



While my colleagues manage the logistics of the ceremonies, I manage the ceremonies budget. In 2026, the Rector's Office manages the following ceremonies: Honorary Degree to Aldo Cazzullo and others, Order of the Cherubino and Emeritus Professor awards, Galilei Prize, Campano d'Oro, Academic Year Opening Ceremony, Honors Graduates Ceremonies, PhDay, and finally the San Francesco 1226-2026 Review.

--o—o—o--

I am your point of contact **if you want to ask** for an **appointment** with the Rector or the Pro-Rectors. You can also ask me for **information** about “who does what” in the University, including roles, procedures, and responsibilities (who is in charge of what).

Now, if you want **to ask for an appointment** with the Rector, you can send an email to segr.rettore@unipi.it or rettore@unipi.it .



When you contact me to ask for an appointment, I will ask you:

- what it is about
- if the Rector knows the topic when he hears your name.

I will also ask you if you have a preferred day of the week to set the meeting.

At this point, I will probably answer that I am in charge of your request, but the Rector is very busy at the moment, so I will contact you to confirm the date (Sorry 🙄).

I always try to answer every request for information I receive. I listen to the problem and then I give instructions on what to do or who to contact.

If I don't know the answer immediately, I promise to reply soon. But, don't worry, I don't make people wait for 10 days!

I hope I don't receive any emails from you because, if you write for an appointment with the Rector, it means there are problems!

