

# ERASMUS+ STUDENT PLACEMENT OFFER

Department of European Educational Programmes – Aristotle University of Thessaloniki, Greece

| <b>EMPLOYER INFORMATION</b><br>(Information Organisation) |   |
|---|---|
| <b>NAME OF ORGANISATION/<br/>ENTERPRISE</b>               | Aristotle University of Thessaloniki – Department of European Educational Programmes  |
| <b>ADDRESS</b>  | Aristotle University of Thessaloniki<br>University Campus – Administration Building   |
| <b>POSTAL CODE</b>  | 54124   |
| <b>CITY</b>   | Thessaloniki  |
| <b>COUNTRY</b>  | Greece  |
| <b>TELEPHONE</b>  | +30 2310 99 52 93   |
| <b>FAX</b>  | +30 2310 99 52 92   |
| <b>E-MAIL</b>   | eurep-dept@auth.gr  |
| <b>WEBSITE</b>  | <a href="https://eurep.auth.gr/en">https://eurep.auth.gr/en</a>   |
| <b>NUMBER OF EMPLOYEES</b>                                | >250  |
| <b>SHORT DESCRIPTION OF<br/>ORGANISATION/ ENTERPRISE</b>  | The Department of European Educational Programmes deals with all the Programmes and activities under the general Erasmus+ umbrella. Indicatively some of the key activities are the Erasmus+ Mobilities and Bi-lateral Agreements, the Erasmus+ International Mobilities and Inter-Institutional Agreements, Erasmus Mundus and last but not least Projects under Key Action 2 of Erasmus+. It organizes events, informative sessions, etc. The Department also hosts Staff Training weeks and provides services in regard to Erasmus+ Programme to all 41 Schools of Aristotle University of Thessaloniki. |
| <b>OTHER</b>  |   |

| <b>CONTACT DETAILS</b>     |  |
|----------------------------|--|
| <b>CONTACT PERSON</b>      | Mrs Ioanna Georgiadou and/or Ms Kristina Mantasasvili                  |
| <b>DEPARTMENT/FUNCTION</b> | Department of European Educational Programmes - AUTH                   |
| <b>TELEPHONE</b>           | +30 2310 99 5166   |
| <b>FAX</b>                 | +30 2310 99 5292   |
| <b>E-MAIL</b>              | <a href="mailto:Erasmus-incoming@auth.gr">Erasmus-incoming@auth.gr</a> |
| <b>OTHER</b>               |  |

| <b>PLACEMENT INFORMATION</b>              |   |
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| <b>DEPARTMENT/FUNCTION</b>                | Department of European Educational Programmes - AUTH  |
| <b>DESCRIPTION OF ACTIVITIES</b>          | <b>Assisting</b> with the following activities: <ul style="list-style-type: none"> <li>• Daily office work and procedures</li> <li>• Filing and archiving</li> <li>• Mobilities' application documents</li> <li>• Liaison with different Departments and Offices of AUTH</li> <li>• Organization of events, informative sessions, etc.</li> <li>• E-mails and correspondence</li> </ul> |
| <b>DURATION</b>                           | 6 – 12 months (Starting September 2016)   |
| <b>WORKING HOURS PER WEEK – FULL TIME</b> | 40 hrs/week   |
| <b>CITY</b>                               | Thessaloniki  |
| <b>ACCOMODATION</b>                       | No  |
| <b>HELP WITH FINDING ACCOMODATION</b>     | Yes   |
| <b>PAYMENT OR OTHER BENEFITS</b>          | No  |
| <b>OTHER</b>                              |   |

| <b>REQUIREMENTS</b>                     |   |
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| <b>ORAL AND WRITTEN LANGUAGE SKILLS</b> | Very good knowledge of English<br>Knowledge of basic Greek could be considered a plus<br>Knowledge of other languages |

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|------------------------|---|
| <b>COMPUTER SKILLS</b> | PC user fundamentals<br>Microsoft Office (mainly Word, Excel, and PowerPoint)<br>Internet & E-mails (Microsoft Outlook could be considered a plus)                |
| <b>DRIVING LICENSE</b> | No  |
| <b>OTHER</b>           | Communicative and social skills, knowledge and acceptance of cultural diversity, eye for detail, able to multitask, good organization and team working abilities. |

| <b>OTHER</b>                     |   |
|----------------------------------|---|
| <b>DOCUMENTS TO BE SUBMITTED</b> | Application Stage: Europass CV, English Language Certificates, Certificates of other Languages and/or PC literacy (if any), Motivation Letter<br><br>(Upon selection the notified candidates will have to fill in the Erasmus+ Learning Agreement for Traineeships) |
| <b>APPLICATION DEADLINE</b>      | 30th of June, 2018  |