

Erasmus Student Work Placement in Germany

EMPLOYER INFORMATION	
Name of organisation	University of Applied Management
Address inc post code	Am Bahnhof 2, 85435 Erding, Germany
Telephone	+49 (0)8122 9559 48 0
Fax	+49 (0)8122 9559 48 49
E-mail	info@fham.de
Website	www.fham.de
Number of employees	Over 200
Short description of the company	The University of Applied Management (UAM), Erding, Germany, is one of the biggest private universities in Bavaria. Adopting blended learning which combines the advantages of both online and onsite programs of study, UAM provides the students with great flexibility in learning. UAM offers degree programs at both Bachelor and Master's levels in a variety of management areas including Business Administration, Business Psychology, Business Law, Sport Management, and Educational Management, etc. Since its foundation in 2004, UAM has been enjoying a steady and rapid development and welcomes qualified international students to study or work at the university.
CONTACT DETAILS	
Contact person for this placement	Prof. Dr. Lisa Min Tang
Department and designation / job title	Department of Key Competencies Principal Investigator
Direct telephone number	+49 (0)89 999 7967 60
E-mail address	min.tang@fham.de
Application Procedure	
Who to apply to (including contact details)	Prof. Dr. Lisa Min Tang IUNWorld Steinheilstr. 8 87535 Ismaning Germany Tel. +49 (0)89 999 7967 60 Fax: +49 (0)89 999 7967 99 Email: min.tang@fham.de

Deadline for applications	20 th April, 2015
Application process	Due by 20 th April, 2015: Submission of application materials 21 st - 22 nd April, 2015: First screening and decision on the candidates of the 2 nd round selection. 23 rd April – 29 th April, 2015: Interview with the selected candidates. Due by 30 th April, 2015: Recruitment decision 1 st May – 31 st May: Signing Work Placement Agreement, Work Contract and preparing for the work placement 1 st June : Start of the Work Placement
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Research Center
Description of activities	To provide support to the research projects of the Research Center of UAM. Major tasks include <ul style="list-style-type: none"> - Conduct literature search. - Assist in research design. - Assist in data collection. - Conduct data mining. - Conduct data analysis. - Summarize project results. - Prepare progress reports for the principal investigators and funding agency. - Prepare other articles, reports, and presentations. - Prepare materials for submission to granting agencies and foundations. - Coordination work for intercultural research projects such as managing and responding to project related Emails.
Location	IUNWorld, Steinheilstr. 8, 85737 Ismaning, Germany
Start Date	1 st June, 2015
Duration	2-3 months*
Working hours per week	32 hours
Accommodation (please select)	The selected student should take care of accommodation on his/her own. UAM will assist the student in searching for accommodation.

Details of financial and “in kind” support to be provided	The selected student will receive a financial support of 350€/month from UAM for his/her work placement.
Other	<i>*The exact length of the internship (work placement) should be decided mutually by the sending and receiving institutions.</i>
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	English (written and spoken) or German (written and spoken) at B2 or above level.
Computer skills and level of skills required	<ul style="list-style-type: none"> - Strong existing computer skills with Microsoft Office (Word, Excel and PPT, etc.). - Basic understanding of statistics and statistical software. <p><i>* Under equal conditions, preference goes to candidates who have conducted empirical research before and have experience with statistical software such as SPSS, SAS, LISREL or AMOS.</i></p>
Drivers license	No.
Other	<p>Other required abilities and dispositions:</p> <ul style="list-style-type: none"> - High interest in research, being self-motivated and detail-orientated. - Capacity and will to learn new software, research methods and work routines quickly. - Reliability, high-quality and thoroughness with work. - Ability to take responsibility in meeting deadlines and making progress without direct supervision. - Flexibility in responding to new research opportunities as they arise. - Motivation and ability to engage in and manage a wide range of intellectual and physical work, ranging from preparing mass mailings to designing research and analyzing data. - Ability to share responsibilities and rewards with an international team of coworkers. - Good written and verbal communication skills, able to present complex information analytically and logically. <p><i>* Under equal conditions, preference will be given to students who are currently pursuing a postgraduate degree (Master or PhD).</i></p>

INFORMATION PROVIDED BY

Name	Lisa Min Tang
Department / Function	Research Center Principal Investigator
E-mail address	min.tang@fham.de
Phone number(s)	+49 (0)89 999 7967 60
Date	17th March, 2015

Please return this form by email: