

## ERASMUS+ STUDENT PLACEMENT OFFER

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

<b>EMPLOYER INFORMATION</b> (Information Organisation)	
<b>NAME OF ORGANISATION/ ENTERPRISE</b>	Aristotle University of Thessaloniki – Department of European Educational Programmes
<b>ADDRESS</b>	Aristotle University of Thessaloniki 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 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>	

CONTACT DETAILS	
CONTACT PERSON	Mrs Ioanna Georgiadou and/or Mrs Maria Mylona
DEPARTMENT/FUNCTION	Department of European Educational Programmes - AUTH
TELEPHONE	+30 2310 99 5302
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E-MAIL	<a href="mailto:eurep-projects@auth.gr">eurep-projects@auth.gr</a>
OTHER	

PLACEMENT INFORMATION	
DEPARTMENT/FUNCTION	Department of European Educational Programmes - AUTH
DESCRIPTION OF ACTIVITIES	<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>
DURATION	6 – 12 months (Starting September 2016)
WORKING HOURS PER WEEK – FULL TIME	40 hrs/week
CITY	Thessaloniki
ACCOMODATION	No
HELP WITH FINDING ACCOMODATION	Yes
PAYMENT OR OTHER BENEFITS	No
OTHER	

REQUIREMENTS	
ORAL AND WRITTEN LANGUAGE SKILLS	Very good knowledge of English Knowledge of other languages Knowledge of basic Greek could be considered a plus

<b>COMPUTER SKILLS</b>	PC user fundamentals Microsoft Office (mainly Word, Excel, and PowerPoint) 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  (Upon selection the notified candidates will have to fill in the Erasmus+ Learning Agreement for Traineeships)
<b>APPLICATION DEADLINE</b>	30th of June, 2016