

## ERASMUS+ STUDENT PLACEMENT OFFER

Department of International Relations – Aristotle University of Thessaloniki, Greece

EMPLOYER INFORMATION (Information Organisation)	
NAME OF ORGANISATION/ ENTERPRISE	ARISTOTLE UNIVERSITY OF THESSALONIKI – Department of International Relations
ADDRESS	Aristotle University of Thessaloniki University Campus Administration Building
POSTAL CODE	54 124
CITY	Thessaloniki
COUNTRY	Greece
TELEPHONE	+30 2310 996742
FAX	+30 2310 991621
E-MAIL	internat-rel@auth.gr
WEBSITE	<a href="http://international-relations.auth.gr">http://international-relations.auth.gr</a>
NUMBER OF EMPLOYEES	>250
SHORT DESCRIPTION OF ORGANISATION/ ENTERPRISE	The Department of International Relations serves as an information centre for international relations matters and links AUTH to institutions of higher education worldwide. Its aim is to enhance, organize and maintain good relations between the Aristotle University of Thessaloniki and the international academic community.
OTHER	

CONTACT DETAILS	
CONTACT PERSON	Ms Dimitra Mentekidou
DEPARTMENT/FUNCTION	Head of the Department of International Relations

<b>TELEPHONE</b>	+ 30 2310 996742
<b>E-MAIL</b>	<a href="mailto:internat-rel@auth.gr">internat-rel@auth.gr</a>
<b>OTHER</b>	

## PLACEMENT INFORMATION

<b>DEPARTMENT/FUNCTION</b>	Department of International Relations - AUTH
<b>DESCRIPTION OF ACTIVITIES</b>	<p>Assist with the following activities:</p> <ul style="list-style-type: none"> <li>• Organisation of the hosting of foreign scientists, students and delegations;</li> <li>• Administration of the procedures regarding international conferences, workshops and networks in which AUTH is involved;</li> <li>• Procedures to promote and facilitate the exchange of students and staff members;</li> <li>• Foreign correspondence with cooperating Universities and database update;</li> <li>• Overall assistance with the daily Office workload.</li> </ul>
<b>DURATION</b>	8-12 months
<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>	

## REQUIREMENTS

<b>ORAL AND WRITTEN LANGUAGE SKILLS</b>	<p>Very good knowledge of <b>Greek</b></p> <p>Very good knowledge of English</p> <p>Knowledge of other languages could be considered a plus</p>
<b>COMPUTER SKILLS</b>	<p>PC User Fundamentals, Microsoft Office (mainly Word, Excel, PowerPoint), Internet and E-mails (Microsoft Outlook is a plus)</p>

<b>DRIVING LICENSE</b>	No
<b>OTHER</b>	<p>Cultural awareness and expression</p> <p>Attention to detail and multitasking</p> <p>Be acquainted with the work and the procedures in a large Higher Education Institution.</p>

<b>OTHER</b>	
<b>DOCUMENTS TO BE SUBMITTED</b>	<p>Application Stage: CV, Language Certificates, PC literacy (if any), Motivation Letter</p> <p>(Upon selection the notified candidates will receive an official Letter of Acceptance and will need to fill in the Erasmus+ Learning Agreement for Traineeships)</p>
<b>APPLICATION DEADLINE</b>	Open application