

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	http://international-relations.auth.gr
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	Mrs Helen Bahtsavanopoulou-Kotsaki
DEPARTMENT/FUNCTION	Head of the Department of International Relations

TELEPHONE	+ 30 2310 996742
FAX	+ 30 2310 991621
E-MAIL	internat-rel@auth.gr
OTHER	

PLACEMENT INFORMATION

DEPARTMENT/FUNCTION	Department of International Relations - AUTH
DESCRIPTION OF ACTIVITIES	<p>Assist with the following activities:</p> <ul style="list-style-type: none"> • Implementation of signed Agreements for scientific cooperation with Universities abroad; • Organisation of the hosting of foreign scientists, students and delegations; • Administration of the procedures regarding international conferences, workshops and networks in which AUTH is involved; • Procedures to promote and facilitate the exchange of students and staff members; • Foreign correspondence with cooperating Universities and database update; • Overall assistance with the daily Office workload.
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	The candidates should have a good knowledge of English; Knowledge of the Greek Language is a plus.
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COMPUTER SKILLS	PC User Fundamentals, Microsoft Office (mainly Word, Excel, PowerPoint), Internet and E-mails (Microsoft Outlook is a plus)
DRIVING LICENSE	No
OTHER	Cultural awareness and expression; Attention to detail and multitasking; Be acquainted with the work and the procedures in a large Higher Education Institution.

OTHER	
DOCUMENTS TO BE SUBMITTED	Application Stage: Europass CV, English Language Certificates, Certificates of other Languages and/or PC literacy, Motivation Letter (Upon selection the notified candidates will have to fill in the Erasmus+ Learning Agreement for Traineeships)
APPLICATION DEADLINE	30th of June, 2016