

Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Stevenson College Edinburgh
Address inc post code	Bankhead Avenue, Edinburgh, EH11 4DE
Telephone	00 44 (0) 131 535 4833
Fax	00 44 (0) 131 535 4666
E-mail	Erasmus@stevenson.ac.uk
Website	www.stevenson.ac.uk
Number of employees	500
Short description of the company	Stevenson College is a Further Education College based in the West of the City of Edinburgh.
CONTACT DETAILS	
Contact person for this placement	Sarah Gore
Department and designation / job title	International International Development Executive
Direct telephone number	00 44 (0) 131 535 4778
E-mail address	Erasmus@stevenson.ac.uk
Application Procedure	
Who to apply to (including contact details)	Please email a European CV (http://europass.cedefop.europa.eu/en/documents/curriculum-vitae) and personal statement to Sarah at Erasmus@stevenson.ac.uk before the deadline.
Deadline for applications	Friday 27 th April
Application process	Applicants will be informed of the outcome by Friday 4 th May
Other	

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

PLACEMENT INFORMATION	
Department / Function	International Office
Description of activities	<p>It will be a varied and interesting position for one successful candidate – assisting with the clerical and customer service requirements of the International Team over the summer months. SCE runs a successful Summer School Programme which attracts students from all over the world and from August onwards, International students begin to arrive in Edinburgh to begin their studies at SCE.</p> <p>The successful candidate will provide administrative support to the International Team. This will include general clerical duties, dealing with enquiries (face to face, over the telephone and via email), database maintenance, processing student application</p> <p><u>Essential Criteria:</u></p> <ul style="list-style-type: none"> - Proficient user for Writing, Understanding and Speaking English - Previous administration experience - Proficient user of all Microsoft packages, in particular, Outlook, Excel, Word and Access - Must possess an excellent level of accuracy and attention to detail <p><u>Desirable Criteria:</u></p> <ul style="list-style-type: none"> - Independent/ proficient user of another language including native tongue and English - Experience of working within an International office environment - Experience of working within a customer service environment
Location	Stevenson College Edinburgh, Bankhead Avenue
Start Date	25 th June
Duration	3 months
Working hours per week	Flexible: ca. 20 hours per week
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input checked="" type="checkbox"/> We can assist with finding accommodation <input type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be	No financial support will be provided

provided	
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Proficient user for Writing, Understanding and Speaking English
Computer skills and level of skills required	Proficient user of all Microsoft packages, in particular, Outlook, Excel, Word and Access
Drivers license	no
Other	See above

INFORMATION PROVIDED BY

Name	Katie Lee
Department / Function	International
E-mail address	Erasmus@stevenson.ac.uk
Phone number(s)	0131 535 4833
Date	April 17 th 2012

Please return this form by email to erasmus@britishcouncil.org