

# ERASMUS+ STUDENT PLACEMENT OFFER

Department of International Relations – Aristotle University of Thessaloniki, Greece

<b>EMPLOYER INFORMATION</b> (Information Organisation)	
<b>NAME OF ORGANISATION/ ENTERPRISE</b>	ARISTOTLE UNIVERSITY OF THESSALONIKI – Department of International Relations
<b>ADDRESS</b>	Aristotle University of Thessaloniki University Campus Administration Building
<b>POSTAL CODE</b>	54 124
<b>CITY</b>	Thessaloniki
<b>COUNTRY</b>	Greece
<b>TELEPHONE</b>	+30 2310 996742
<b>FAX</b>	+30 2310 991621
<b>E-MAIL</b>	internat-rel@auth.gr
<b>WEBSITE</b>	<a href="http://international-relations.auth.gr">http://international-relations.auth.gr</a>
<b>NUMBER OF EMPLOYEES</b>	>250
<b>SHORT DESCRIPTION OF ORGANISATION/ ENTERPRISE</b>	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.
<b>OTHER</b>	

<b>CONTACT DETAILS</b>	
<b>CONTACT PERSON</b>	Mrs Helen Baxevanidou
<b>DEPARTMENT/FUNCTION</b>	Head of the Department of International Relations
<b>TELEPHONE</b>	+ 30 2310 996742

<b>FAX</b>	+ 30 2310 991621
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<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>• Implementation of signed Agreements for scientific cooperation with Universities abroad;</li> <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>	6-12 months (starting September 2016)
<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>	The candidates should have a good knowledge of English; Knowledge of the Greek Language is a plus.
<b>COMPUTER SKILLS</b>	PC User Fundamentals, Microsoft Office (mainly Word, Excel, PowerPoint), Internet and E-mails (Microsoft Outlook is a plus)
<b>DRIVING LICENSE</b>	No

<b>OTHER</b>	Cultural awareness and expression; Attention to detail and multitasking; Be acquainted with the work and the procedures in a large Higher Education Institution.
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<b>OTHER</b>	
<b>DOCUMENTS TO BE SUBMITTED</b>	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)
<b>APPLICATION DEADLINE</b>	30th of June, 2018