

## Erasmus + Placement Offer at the Lucian Blaga University of Sibiu

The International Office of Lucian Blaga University of Sibiu is looking for an intern through Erasmus+ Placement mobility between mid-April and mid-June 2018 (with the possibility of prolongation).

The student should be at Bachelor/Master level with a very good knowledge of English language.

The task will be related to incoming and outgoing students, in terms of administrative and communication (please see below the further description of the activities and tasks).

The application deadline: **Mid March, 2018.**

<b>Host Institution</b>	Lucian Blaga University of Sibiu
<b>Address</b>	Service for International Relations and Community Programmes 10 Victoriei Blvd. 550024, Sibiu, ROMANIA
<b>Telephone/Fax</b>	+40-269 210512
<b>Website</b>	<a href="http://international.ulbsibiu.ro/">http://international.ulbsibiu.ro/</a>
<b>Facebook page</b>	<a href="https://www.facebook.com/pages/International-Relations-Office-ULBS">https://www.facebook.com/pages/International-Relations-Office-ULBS</a>
<b>Placement Information</b>	
<b>Department where the placement will take place</b>	International Relations Office
<b>Position</b>	Administrative and communication assistant
<b>Description activities</b>	Administrative support for incoming and outgoing students;  Administrative duties: organize files of students, be the contact person with registration office;  Organization of International Week Event (manage applications, emails, welcoming the guest, join them in trips etc)



**ULBS**

Universitatea "Lucian Blaga" din Sibiu

Ministry of National Education

"Lucian Blaga" University of Sibiu

Division of International Relations and Community Programmes

<b>Duration</b>	3 months (mid- April – mid -June with the possibility of prolongation up to 12 months)
<b>Number of placement positions</b>	1 person
<b>Numbers of working hours per day</b>	4 hours
<b>Accommodation</b>	Provided in the International Students' Dormitory
<b>Skills required</b>	
	Fluent in English (written and spoken); Computer literate; Team spirit; Organizational skills; Very good interpersonal skills; Communication skills; High level of amiability and availability;
<b>Application documents</b>	CV and cover letter to <a href="mailto:dep.externe@ulbsibiu.ro">dep.externe@ulbsibiu.ro</a>
<b>Application deadline</b>	March, 15 <sup>th</sup> 2018

**For any further information regarding the Erasmus + placement mobility offer, please contact:**

International Relations Office (LBUS)

Email: [dep.externe@ulbsibiu.ro](mailto:dep.externe@ulbsibiu.ro)

Tel: [+40-269 210512](tel:+40269210512)