

STUDENT – Erasmus PLACEMENT OFFER

<u>Company Information:</u>	
Name of company/Institution:	Frederick University, Cyprus
Short Description of the University	<p>Frederick University is an energetic and vibrant private university operating in the Republic of Cyprus, a member state of the European Union. Frederick University operates from two campuses, the main campus in Nicosia, the capital of Cyprus and the other campus in Limassol, the second largest city.</p> <p>The University, enjoying respect and recognition both nationally and internationally, offers a broad range of academic programs of study in the areas of Science, Engineering, Business, Arts, Architecture, Media, Humanities, Health, and Education. The University has a strong focus on academic research, being one of the leading research organizations in the country.</p>
Contact Name:	Ms Marianna Michael
Male/Female:	Female
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Web site:	www.frederick.ac.cy
Legal status (S.A, GmbH...):	Private University
Sector:	Mobility Office
Nature of activity:	Working in the Mobility Office
Application Deadline	30 June 2014

<u>Candidate profile:</u>	
Studies:	University degree. preferably in: <ul style="list-style-type: none">- European Studies;- Business Administration;- IT
Degree level required:	Under/Postgraduate Level
Language knowledge:	English
Other requirements:	<ul style="list-style-type: none">- the Greek language will be considered as an advantage;- any additional knowledge in other foreign languages will be considered an advantage;- excellent knowledge of the European Union's legislation;- knowledge for the EU mobility programs;- excellent knowledge of the Microsoft Office (Word,

	Excel and PowerPoint) and social media networks; - integrity, responsibility, organizational, time management, take initiatives, decision making, cooperation and team work, good communication skills and coordination
Number of candidates:	1

Job description:	
Title:	Erasmus Officer
Duration: 3 months minimum and can be extended to up to 12 months	6-12 months
Dates:	09/2014 – 09/2015
Description of tasks:	<p>The candidate will be responsible to:</p> <ul style="list-style-type: none"> - provide information in regards to Erasmus+ program; - provide information about outgoing and incoming mobility of students and staff; - prepare the contacts regarding outgoing mobility of all categories (studies, placement, teaching assignment, staff for training); - support the incoming mobility; - update the Mobility office's website; - assist the organisation of Frederick University's events, regarding the Key Action 1
Working Hours	09.00 – 17.00 MON-FRI
Financial contribution	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Accommodation	We provide help