

ERASMUS+ PLACEMENT OFFER IN SLOVAKIA

EMPLOYER INFORMATION	
Name of organization	University of Žilina
Address	Univerzitná 8215/1
Postal Code	01026
City	Žilina
Country	Slovakia
Telephone	+421 41 513 6717
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E-mail	Jozef.Ristvej@fbi.uniza.sk
Website	www.uniza.sk/fbi
Number of employees	1650
Year of foundation	1953
Contact person	Jozef Ristvej, Ph.D.
Department / Function	Vice-Rector for International Relations and Marketing of University of Žilina/ lecturer
Direct telephone number	+421 41 513 6717
Direct mobile	+421 903 310 246
Direct e-mail address	Jozef.Ristvej@fbi.uniza.sk
Short Description of the Company	The University as a public university provides education at all three levels of higher education (Bachelor's degree, Engineer/Master's degree and Doctoral degree) in both full-time and part-time. The University has taken a prominent place in the Slovak educational space not only with the number of its students, with the range of accredited study programmes, but also with its scientific and foreign activities based on cooperation with domestic and foreign companies and institutions.

PLACEMENT INFORMATION

Department / Function	International relations assistant
Description of activities	<p>The activities to be carried out/developed (by the Assistant) will be the following:</p> <ul style="list-style-type: none">• You will provide future Erasmus students with information about the customs, culture, politics, and so on of their country of mobility.• You will take part in the writing/drafting of international projects.• You will assist foreign students and teachers that are taking part in international programs.• You will help local students and teachers at the school with the documents that will have to be sent to other European schools (especially Erasmus).• You will participate in conversations and discussions with students in your native language.• You will look for possibilities in the search of information within the field of security in general and with the support to the eSEC portal (www.esecportal.eu)• You will help with the preparation and organization of extracurricular activities. <p>The role description can definitely be broader depending on the interest, motivation and ability of the assistant.</p>
Duration	Depends on agreement between September and June, we expect September–December , January–April , April–June, with a minimum of 2 months.
Working hours / Weekly hours	37,5 hours (working hours, will be established on your arrival, we expect 9–16, with lunch break).
City	Žilina, (city of around 100.000 inhabitants), northwest of Slovakia.
Help with finding Accommodation	Yes, housing is possible in our dormitories, http://vd.internaty.sk/
Financial Contribution	No.
Other	This is an unpaid position. ONLY candidates eligible for scholarships (Erasmus plus, etc...) will be considered.

REQUIREMENTS

Oral and written language skills	English (level: C1) Knowledge of other EU languages is welcomed.
Computer skills	Good knowledge of Microsoft Office tools.
Other	Time management, communication skills (both written and spoken), pro-activity, accuracy, sense of responsibility and efficiency

APPLICATION

Please send your CV and Motivation letter to Jozef.Ristvej@fbi.uniza.sk , by 01 May 2015