

## ERASMUS+ STUDENT PLACEMENT OFFER

Department of European Educational Programmes – Aristotle University of Thessaloniki, Greece

<b>EMPLOYER INFORMATION</b> (Information Organisation)	
<b>NAME OF ORGANISATION/ ENTERPRISE</b>	Aristotle University of Thessaloniki – Department of European Educational Programmes
<b>ADDRESS</b>	Aristotle University of Thessaloniki University Campus – Administration Building
<b>POSTAL CODE</b>	54124
<b>CITY</b>	Thessaloniki
<b>COUNTRY</b>	Greece
<b>TELEPHONE</b>	+30 2310 99 51 66
<b>E-MAIL</b>	<a href="mailto:eurep-dept@auth.gr">eurep-dept@auth.gr</a>
<b>WEBSITE</b>	<a href="https://eurep.auth.gr/en">https://eurep.auth.gr/en</a>
<b>NUMBER OF EMPLOYEES</b>	>250
<b>SHORT DESCRIPTION OF ORGANISATION/ ENTERPRISE</b>	The Department of European Educational Programmes deals with all the Programmes and activities under the general Erasmus+ umbrella. Indicatively some of the key activities are the Erasmus+ Mobilities and Bi-lateral Agreements, the Erasmus+ International Mobilities and Inter-Institutional Agreements, Erasmus Mundus and last but not least Projects under Key Action 2 of Erasmus+. It organizes events, informative sessions, etc. The Department also hosts Staff Training weeks and provides services in regard to Erasmus+ Programme to all 41 Schools of Aristotle University of Thessaloniki.
<b>OTHER</b>	

CONTACT DETAILS	
CONTACT PERSON	Ms Ioanna Georgiadou and/or Ms Kristina Mantasavili
DEPARTMENT/FUNCTION	Department of European Educational Programmes - AUTH
TELEPHONE	+30 2310 99 5166
E-MAIL	<a href="mailto:erasmus-incoming@auth.gr">erasmus-incoming@auth.gr</a>
OTHER	<a href="mailto:eurep-dept@auth.gr">eurep-dept@auth.gr</a>

PLACEMENT INFORMATION	
DEPARTMENT/FUNCTION	Department of European Educational Programmes - AUTH
DESCRIPTION OF ACTIVITIES	<b>Assisting</b> with the following activities: <ul style="list-style-type: none"> <li>• Daily office work and procedures</li> <li>• Filing and archiving</li> <li>• Mobilities' application documents</li> <li>• Liaison with different Departments and Offices of AUTH</li> <li>• Organization of events, informative sessions, etc.</li> <li>• E-mails and correspondence</li> </ul>
DURATION	8 – 12 months
WORKING HOURS PER WEEK – FULL TIME	40 hrs/week
CITY	Thessaloniki
ACCOMODATION	No
HELP WITH FINDING ACCOMODATION	Yes
PAYMENT OR OTHER BENEFITS	No
OTHER	

REQUIREMENTS	
ORAL AND WRITTEN LANGUAGE SKILLS	Very good knowledge of <b>Greek</b> Very good knowledge of English Knowledge of other languages could be considered a plus
COMPUTER SKILLS	PC user fundamentals

	Microsoft Office (mainly Word, Excel, and PowerPoint) Internet & E-mails (Microsoft Outlook could be considered a plus)
<b>DRIVING LICENSE</b>	No
<b>OTHER</b>	Communicative and social skills, knowledge and acceptance of cultural diversity, eye for detail, able to multitask, good organization and team working abilities.

<b>OTHER</b>	
<b>DOCUMENTS TO BE SUBMITTED</b>	Application Stage: CV, Language Certificates, PC literacy (if any), Motivation Letter  (Upon selection the notified candidates will receive an official Letter of Acceptance and will need to fill in the Erasmus+ Learning Agreement for Traineeships)
<b>APPLICATION DEADLINE</b>	Open application