

ERASMUS+ STUDENT PLACEMENT OFFER

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

EMPLOYER INFORMATION (Information Organisation)	
NAME OF ORGANISATION/ ENTERPRISE	Aristotle University of Thessaloniki – Department of European Educational Programmes
ADDRESS	Aristotle University of Thessaloniki University Campus – Administration Building
POSTAL CODE	54124
CITY	Thessaloniki
COUNTRY	Greece
TELEPHONE	+30 2310 99 51 66
E-MAIL	eurep-dept@auth.gr
WEBSITE	https://eurep.auth.gr/en
NUMBER OF EMPLOYEES	>250
SHORT DESCRIPTION OF ORGANISATION/ ENTERPRISE	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.
OTHER	

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	erasmus-incoming@auth.gr
OTHER	eurep-dept@auth.gr

PLACEMENT INFORMATION	
DEPARTMENT/FUNCTION	Department of European Educational Programmes - AUTH
DESCRIPTION OF ACTIVITIES	Assisting with the following activities: <ul style="list-style-type: none"> • Daily office work and procedures • Filing and archiving • Mobilities' application documents • Liaison with different Departments and Offices of AUTH • Organization of events, informative sessions, etc. • E-mails and correspondence
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 Greek 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)
DRIVING LICENSE	No
OTHER	Communicative and social skills, knowledge and acceptance of cultural diversity, eye for detail, able to multitask, good organization and team working abilities.

OTHER	
DOCUMENTS TO BE SUBMITTED	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)
APPLICATION DEADLINE	Open application

ERASMUS+ STUDENT PLACEMENT OFFER

Department of International Relations – Aristotle University of Thessaloniki, Greece

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

CONTACT DETAILS	
CONTACT PERSON	Ms Dimitra Mentekidou
DEPARTMENT/FUNCTION	Head of the Department of International Relations

TELEPHONE	+ 30 2310 996742
E-MAIL	internat-rel@auth.gr
OTHER	

PLACEMENT INFORMATION

DEPARTMENT/FUNCTION	Department of International Relations - AUTH
DESCRIPTION OF ACTIVITIES	<p>Assist with the following activities:</p> <ul style="list-style-type: none"> • Organisation of the hosting of foreign scientists, students and delegations; • Administration of the procedures regarding international conferences, workshops and networks in which AUTH is involved; • Procedures to promote and facilitate the exchange of students and staff members; • Foreign correspondence with cooperating Universities and database update; • Overall assistance with the daily Office workload.
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	<p>Very good knowledge of Greek</p> <p>Very good knowledge of English</p> <p>Knowledge of other languages could be considered a plus</p>
COMPUTER SKILLS	<p>PC User Fundamentals, Microsoft Office (mainly Word, Excel, PowerPoint), Internet and E-mails (Microsoft Outlook is a plus)</p>

DRIVING LICENSE	No
OTHER	<p>Cultural awareness and expression</p> <p>Attention to detail and multitasking</p> <p>Be acquainted with the work and the procedures in a large Higher Education Institution.</p>

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