

**ERASMUS STUDENT PLACEMENT AT THE INTERNATIONAL RELATIONS OFFICE,  
UNIVERSITY OF PATRAS, GREECE**

<b>EMPLOYER INFORMATION</b>	
NAME OF ORGANISATION	UNIVERSITY OF PATRAS
ADDRESS	UNIVERSITY CAMPUS 265 04 RIO-PATRAS, GREECE
WEBSITE	<a href="http://www.upatras.gr">www.upatras.gr</a>
SHORT DESCRIPTION OF THE UNIVERSITY	The University of Patras was founded in 1964. It includes 24 departments, with numerous sectors, which operate 112 laboratories and 14 clinics fully equipped. A number of its departments, laboratories and clinics have been designated as Centres of Excellence, on the basis of international assessment. The University of Patras has a reputation for quality and innovative research and presents an effective participation in a plethora of research projects, scientific organizations, and research groups.
<b>CONTACT DETAILS</b>	
CONTACT PERSON	Mrs Eleni Simoni
DEPARTMENT / FUNCTION	Head of International Relations Office
DIRECT TELEPHONE NUMBER	+30 2610 909028
E-MAIL	llp.incoming@upatras.gr llp.outgoing@upatras.gr llp.placements@upatras.gr
<b>PLACEMENT INFORMATION</b>	
DEPARTMENT / FUNCTION	INTERNATIONAL RELATIONS OFFICE
DESCRIPTION OF ACTIVITIES AND TASKS	<ul style="list-style-type: none"> <li>• Collaborate in the design and implementation of team – building tools of our buddy system.</li> <li>• Deal with incoming students.</li> <li>• Assisting with the organization of orientation for incoming students.</li> <li>• Photocopying and scanning of documents.</li> <li>• Maintaining accurate records for incoming students.</li> <li>• Ensuring all required paperwork for incoming students is</li> </ul>

	<p>completed</p> <ul style="list-style-type: none"> <li>Recording bilateral agreements.</li> </ul>
START DATE	Any time from 1 <sup>st</sup> March, 2014 on
DURATION	3 to 6 months
WORKING HOURS PER WEEK	25 hours/week
ACCOMMODATION	We can reserve accommodation at the Students Residence Hall, paid by the trainee at student rates.
OTHER BENEFITS SUPPLIED	<p>We can provide:</p> <ul style="list-style-type: none"> <li>fully financed Greek courses (depending on the dates and availability of the relevant level) and</li> <li>food card for the University Restaurant (depending on the dates and opening hours of the restaurant) paid by the trainee at student rates.</li> </ul>
OTHER	Internship is unpaid. Student should be fully granted by his/her home University through the Erasmus Student Mobility Programme.
<b>REQUIREMENTS</b>	
REQUESTED PROFILE OF THE ERASMUS STUDENT (fields of studies, completed years of studies, other professional requirements)	<ol style="list-style-type: none"> <li>University student enrolled at Bachelor's or Master's level degree.</li> <li>English level C2 for both oral and written skills.</li> <li>Knowledge of basic Greek is considered a plus but not a requirement.</li> </ol>
COMPUTER SKILLS	Good computer skills in Windows Word, Excel and Internet.
OTHER REQUIREMENTS	Good communication skills, ability to work in multicultural environments, problem solving skills.
<b>Other</b>	
APPLICATION DEADLINE	28/2/2014
REQUIRED DOCUMENTS (CV, motivation letter, etc.)	<ol style="list-style-type: none"> <li>Full CV</li> <li>Motivation letter including desired learning aims.</li> <li>Reference from university teacher who can be contacted.</li> </ol>
HOW TO APPLY?	Please contact us via email at <a href="mailto:llp.incoming@upatras.gr">llp.incoming@upatras.gr</a>

Date: 24/01/2014