

OFFER – ERASMUS PRACTICAL PLACEMENT

Bremen, Germany

Assistant – International Office, Faculty of Social Sciences, Universität Bremen

Dates valid for academic year 2015/16 and 2016/17:

- Starting date – 1st April/June/September/November/February

Duration of the placement:

- 3 months with the possibility of the extension

Requirements:

- very good knowledge of German or English language, good proficiency in both German and English would be an advantage
- very good knowledge of MS Office (Word, Excel, Power-Point) and internet
- organizational and communicative skills
- reliability, team spirit, flexibility
- valid health and accidental insurance
- minimum 3 semesters of Bachelor studies prior to application

Position details and tasks:

- to work with websites, brochures and database Mobility Online – inserting information actualization of given data, (Faculty of Social Sciences and International Office of the university)
- to help with the agenda of incoming students
- to organize meeting and trips for students
- MA graduates in the Social Sciences are invited to evaluate further options in teaching and/or research at the university

Registration:

- must be done at least four weeks prior to start date per e-mail with enclosed CV (in Europass format, see <https://europass.cedefop.europa.eu> and motivation letter
- the final decision will be done by the International Office at the Faculty of Social Sciences / University of Bremen
- for more information visit: www.uni-bremen.de
- candidates should apply at their home university for an Erasmus training grant for the whole duration of this placement