

CGU Stella for staff 2020

Professional Mobility Programme for Services Staff

PLACEMENT OFFER PANO1

INFORMATION OF HOST UNIVERSITY

Name of institution:	Pan-European University.
Address:	Tomasikova 20, SK-82102 Bratislava.
Telephone:	+421248208807
Web:	www.paneurouni.com/en
Short description:	The Pan-European University (PEU) is a private HEI, located in Bratislava, Slovakia. It offers innovative, internationalized education in the fields of Law, International Relations and Diplomacy, Media and Communication, Economics and Business, Psychology and ICTs.

INFORMATION OF PLACEMENT OFFER

Department:	Administration of International Cooperation and International Mobility.
Description of activities:	The main scope will be the exchange of knowledge, experience and good practices in regard to the administrative procedures in organizing mobility the agenda of both incoming and outgoing students, mobility of staff, and specifically in regard to mobility as part of the Erasmus+ International Credit Mobility Instrument.
Working languages:	English, German, Slovak, Czech.
Working place:	PEU Rectorate, Office for International Affairs, Tomasikova 20, 82102 Bratislava, Slovakia.
Mobility period	To be agreed with the candidate. The exact mobility period will be agreed upon directly with the selected candidate. Summer months (July, August) also possible upon agreement.
Length:	7 working days.
Daily working time:	09:00 – 17:00
No. of offered placements:	1
Accommodation	Yes. Free accommodation organised by the host university at a nearby hotel in Bratislava for the whole mobility period.
Supplementary contribution	Yes. Pick up from the Vienna International Airport.

CURRICULAR PROFILE OF CANDIDATE

Required experience:	Experience in the field of administration of international services, implementation of mobility programs, international student agenda, etc
Required skills:	General administrative skills. An asset will be the willingness to work more specifically on joint bilateral efforts in international mobility cooperation, so that the placement can create a platform for sharing of good practices. As the host university is strongly involved in the Erasmus+ International Credit Mobility Program, the mobility participant may be strongly and specifically involved into this activity,

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PLACEMENT OFFER PAN01

	in order to pursue the bilateral relationships with the country/university of origin of the mobility participant.
Academic title	Master