

**CGU STELLA Junior 2018**  
*Mobility and training programme for students*

**PLACEMENT OFFER FORM LOD01**

**HOST UNIVERSITY INFORMATION**

<b>Name of the institution</b>	University of Lodz (UL)
<b>Address</b>	Narutowicza No. 68 Street, 90-136 Lodz, Poland
<b>Telephone</b>	+48 42 635 40 02
<b>Website</b>	<a href="http://www.uni.lodz.pl/">http://www.uni.lodz.pl/</a> <a href="https://iso.uni.lodz.pl/">https://iso.uni.lodz.pl/</a>
<b>Short description</b>	The University of Lodz is a responsible higher education institution, focusing its actions on intercultural and social integration. There are 95 nationalities currently studying at the University of Lodz. Our University builds academic community around the values of respect for cultural, religious and community identities as well as social sensitivity. UL strives to educate active global citizens who think critically, understand the complexity and the diversity of perspectives which underline most global issues and concerns.

**TRAINING PLACEMENT INFORMATION**

<b>Department</b>	International Relations Office
<b>Description of activities</b>	Tasks related to recruitment of foreign students. Answering e-mails and communication with Candidates. Word processing, filing, copying, composing a variety of documents and letters in Polish and English. Translations if required. Tasks related to promotion. Helping other employees of the Office with their tasks if needed.
<b>Working language</b>	Polish and English
<b>Location</b>	Uniwersytecka No 3 Street, 90-137 Lodz, Poland
<b>Duration (minimum of 15 days)</b>	<b>From:</b> 23/07/2018 <b>Until:</b> 31/08/2018
<b>Training hours / week</b>	To be arranged; min. 20 hours/week
<b>Number of placements</b>	1
<b>Does the university provide accommodation?</b>	<input type="checkbox"/> Yes <b>Specify conditions:</b> UL Dormitory upon payment by an intern
<b>Does it offer any grant/stipend?</b>	<input type="checkbox"/> No
<b>Placement offer for</b>	<input type="checkbox"/> First call

**CANDIDATE'S PROFILE**

<b>Maximum age limit</b>	Not applicable
<b>Skills required</b>	Understanding and speaking Polish as well as good level of English in speaking and writing; using computer, related software and other standard office equipment; open-minded and willing to help with work and additional tasks to all the team when needed; motivated and reliable.



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Degree (master, PhD, Post Doc)	BA and/or MA students
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