

CGU Stella for Staff 2022

Professional Mobility Programme for Services Staff

PLACEMENT OFFER AMU01

INFORMATION OF HOST UNIVERSITY

Name of institution	Adam Mickiewicz University in Poznan.
Address	Wieniawskiego 1, 61-712 Poznan, Poland.
Telephone	+48 61 829 4000
Web	https://amu.edu.pl/en
Short description	Adam Mickiewicz University is the major academic institution in Poznań and one of the top Polish universities. Its reputation is founded on tradition, the outstanding achievements of the faculty and the attractive curriculum. The mission of the University is to advance knowledge through high-quality research and teaching in partnership with business, professions, public services and other research and learning providers.

INFORMATION OF PLACEMENT OFFER

Mobility	In-person.
Department	Faculty of Psychology and Cognitive Science.
Description of activities	<ul style="list-style-type: none"> • Assistance for students and trainees in the Erasmus+ program and bilateral exchanges; • Support in the preparation of the English version of the syllabuses; • Support in organising events (e.g. invited lectures) with international guests - promotion, contracts, etc.
Working languages	Polish, English.
Working place	Szamarzewskiego 89, building AB, 60-568, Poznań, Poland.
Mobility period	To be agreed with the candidate.
Length	15 working days.
Daily working hours	4 hours.
No. of offered placements	5.
Accommodation	The faculty will cover accommodation costs for the duration of mobility, including the weekends.

CURRICULAR PROFILE OF CANDIDATE

Required experience	<ul style="list-style-type: none"> • Experience in administration at the university/faculty level. • Robust expertise in areas of proposed activities.
Required skills	<ul style="list-style-type: none"> • Good communication skills. • Good command of English.

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	<ul style="list-style-type: none">• Excellent working knowledge of MS Office and video conferencing software (MS Teams, Zoom).• Ability to work under time constraints.
Academic title	<ul style="list-style-type: none">• Master.• Degree.