

CGU Stella for Staff 2022

Professional Mobility Programme for Services Staff

PLACEMENT OFFER LODZO1

INFORMATION OF HOST UNIVERSITY

Name of institution	Lodz University.
Address	ul. Narutowicza 68, 90-136 Lodz, Poland.
Telephone	0048 42 635 41 63
Web	https://www.uni.lodz.pl/en/
Short description	The University of Lodz is a state university established on 24 May 1945. At present, it is one of the largest Polish universities, with 26,000 students at its 13 faculties. The educational process is supervised by almost 3,700 employees, including more than 2,200 academic teachers. The University cooperates with over 260 partner institutions from all over the world. There are 95 nationalities studying at our University and we actively build academic community around the values of respect for cultural, religious and community identities as well as social sensitivity.

INFORMATION OF PLACEMENT OFFER

Mobility	In-person.
Department	International Hub.
Description of activities	<ul style="list-style-type: none"> • Support in daily activities related to the implementation of university-wide projects that affect the internationalization of the university; • Co-organization of events addressed to foreign researchers aimed at integration into the academic community; • Support in preparation of communications, correspondence, presentations, reports and documents addressed to foreign employees in English.
Working languages	English.
Working place	International Hub, ul. Uniwersytecka 3 90 -137 Łódź, Poland.
Mobility period	To be agreed with the candidate.
Length	8 working days.
Daily working hours	6 hours per day.
No. of offered placements	1.
Accommodation	It may be possible to arrange a room in the student housing facilities or our conference centre. Subject to availability. The participant will have to cover the accommodation fee.

CGU Stella for Staff 2022

Professional Mobility Programme for Services Staff

PLACEMENT OFFER LODZ01

CURRICULAR PROFILE OF CANDIDATE

<p>Required experience</p>	<ul style="list-style-type: none"> • Experience in organising events for international staff/students. • Some first-hand experience of internationalisation at their home institution. • Experience in creating promotional material for use in other countries. • Ideally, a few years of experience in project management methods and technique - if possible, some experience in coordinating exchange programs with countries across the world.
<p>Required skills</p>	<ul style="list-style-type: none"> • English language skills (fluent in speech and writing); • Knowledge of MS Office package, i.e. Outlook, Excel, PowerPoint, SharePoint and Teams; • Knowledge and skills in project management methods and techniques; • High organizational skills, initiative and self-starter; • High interpersonal skills, high personal culture, comfortable interacting with others.
<p>Academic title</p>	<ul style="list-style-type: none"> • Degree.