INFORMATION OF HOST UNIVERSITY

Name of institution: Adam Mickiewicz University in Poznań.
Address: ul. Wieniawskiego 1, 60-712 Poznań, (Poland).
Telephone: +48 61 829 44 34.

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.

Video presentation.

INFORMATION OF PLACEMENT OFFER

Department: Faculty Main Office (The Faculty of Educational Studies).

Description of activities: We offer work in the shadow of administration employees in the few of the next field of personal assistants, scientific affairs and doctoral studies, organization of the education process, financial settlement of academic staff, IT support, faculty archives and more over the opportunity to participate in lectures and seminars for students, get to know other departments of the university, learn about the Adam Mickiewicz University and its infrastructure. The program will be determined in consultation with the candidate.

Working languages: English, Polish.

Working place: The Faculty of Educational Studies, Faculty Main Office, ul. Szamarzewskiego 89, 60-568 Poznań, Poland.

Mobility period: To be agreed with the candidate.

Length: 10 working days.

Daily working hours: 5-6h.

Accommodation: We offer a place in a dormitory (if available). We recommend booking in advance. To be paid by the candidate according to the price list of the university.

No. of offered placements: 2.

CURRICULAR PROFILE OF CANDIDATE

Academic title: Degree.
# Placement Offer AMU01

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<th>Required experience</th>
<th>Min. two years of office work in the administration of a university.</th>
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<tr>
<td>Required skills</td>
<td>Knowledge of the English language at a level that allows communication, knowledge of higher education. Preferred education in the field of humanities, social, economic and/or legal sciences.</td>
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