

CGU Stella for Staff 2024
Professional Mobility Programme for Services Staff

PLACEMENT OFFER AMU02

INFORMATION OF THE HOST UNIVERSITY

Name of institution	Adam Mickiewicz University in Poznan.
Address	Wieniawskiego Street 1, 61-712 Poznan, Poland.
Telephone	+48618294000.
Web	www.amu.edu.pl .
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 THE PLACEMENT OFFER

Department	Main Office of the Faculty of Educational Studies.
Description of activities	The program will be determined in consultation with the candidate. 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 moreover 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.
Working languages	English and Polish.
Working place	Main Office of the Faculty of Educational Studies, Poznan, ul. Szamarzewskiego 89.
Mobility period	To be agreed with the candidate.
Length	7 working days.
Daily working hours	6,5 hours.
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 placements	2.

CURRICULAR PROFILE OF THE CANDIDATE

Academic title	Diploma, Degree, Master, Postgraduate degree, Doctorate.
Required experience	Minimum two years of office work in the administration of a university.

CGU Stella for Staff 2024
Professional Mobility Programme for Services Staff

PLACEMENT OFFER AMU02

Required skills

- 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.