

**CGU Stella for Staff 2024**  
*Professional Mobility Programme for Services Staff*

**PLACEMENT OFFER UBANSO1**

**INFORMATION OF THE HOST UNIVERSITY**

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|----------------------------|---|
| <b>Name of institution</b> | University Business Academy in Novi Sad.  |
| <b>Address</b>             | Cvećarska 2, Novi Sad, Republic of Serbia.  |
| <b>Telephone</b>           | +38121531020.   |
| <b>Web</b>                 | <a href="https://www.privrednaakademija.edu.rs">https://www.privrednaakademija.edu.rs</a> .   |
| <b>Short description</b>   | University Business Academy in Novi Sad was the first privately owned university that received official recognition and was accredited in the Autonomous Province of Vojvodina. The University was established in 2000. Since the day of its establishment till the present day, the University has followed trends in the development of higher. |

**INFORMATION OF THE PLACEMENT OFFER**

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|----------------------------------|--|
| <b>Department</b>                | Faculty of Law for Commerce and Judiciary in Novi Sad.   |
| <b>Description of activities</b> | Supporting and shadowing the International Relations Office. Administrative tasks related to Erasmus Mobility Projects and the CBHE project. |
| <b>Working languages</b>         | English.   |
| <b>Working place</b>             | International Relations Office.  |
| <b>Mobility period</b>           | To be agreed with the candidate.   |
| <b>Length</b>                    | 7 working days.  |
| <b>Daily working hours</b>       | 10:00 to 14:00.  |
| <b>No. of placements</b>         | 3.   |

**CURRICULAR PROFILE OF THE CANDIDATE**

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|----------------------------|--|
| <b>Academic title</b>      | Diploma.   |
| <b>Required experience</b> | The candidate should be currently working in the same area or a similar one.   |
| <b>Required skills</b>     | Excellent level of English, both written and spoken.<br>Experience in organizing mobility programs for students/staff. |