



Erasmus work placement Work placement Offer Form

EMPLOYER INFORMATION	
Name of organization	University of Split/International Relations Office
Address	Livanjska 5
Postal Code	21 000
City	Split
Country	Croatia
Telephone	(+385) 21 558-200
E-mail	rektorat.office@unist.hr
Website	http://eng.unist.hr/
Year of foundation	1974
Department / Function	International Relations Office/Assistant
Short Description of the Institution	<p>The University of Split was officially established on 15 June 1974. As a predominant scientific and teaching public institution in the region the University of Split has expanded during the course of the past 30 years to include eleven Faculties, one Academy of Arts and four University Departments.</p> <p>There are about 24,000 students enrolled in the University's undergraduate, graduate and post-graduate programs.</p> <p>International Relations Office provides following activities:</p> <ul style="list-style-type: none">• Organisation and resourcing of external relations (student and staff mobility, international cooperation, preparation of promotion materials, organization of international events)

PLACEMENT INFORMATION	
Department / Function	International Relations Office/Assistant
Direct telephone	(+385) 21 440-343
Contact person	Ms Ana Cosic
Contact e-mail	erasmus@unist.hr
Description of activities	Assistance to Head of the International Relations Office. Helping with organizing mobility for international and Croatian students, application and admission procedures. Communication with partner universities. Assisting the operation of events and international programmes.
Duration	October 2015 – February 2016 or longer
Working hours / Weekly hours	Min. 6 hours per day/5 days per week
City	Split
Help with finding Accommodation	We can assist with finding accommodation by providing contacts of private accommodation providers.
Financial Contribution	No financial contribution. Students must apply for an Erasmus+ grant at their home institution.
What do we offer	-work in pleasant international environment - lively atmosphere in the city of Split
Personal Liability Insurance	Not provided
REQUIREMENTS	
Application documents	If you are interested in Erasmus Work Placement in our Office please send your CV and Motivation letter (max. 300 words) to erasmus@unist.hr .
Oral and written language skills	<input type="checkbox"/> English (level: B2) <input type="checkbox"/> Croatian (level: A2-B1)
Computer skills	Good computer skills (Word, Excel, Access, Power Point)
Drivers license	Optional
Application deadline	20th August, 2015
SELECTION PROCEDURE	
Skype Interview	Upon deadline expiry, candidates will be contacted for a Skype interview.