

ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	Technical University of Liberec, Faculty of Economics
Address incl. post code	Studentská 1402/2 461 17 Liberec 1, Czech Republic
Telephone	+420 485352418
E-mail	marie.hlavata@tul.cz, katerina.marsikova@tul.cz
Website	www.ef.tul.cz
Number of employees	80
Short description of the company	Faculty of Economics educates students of bachelor, master and doctoral degree in several economic programs both in Czech and English language, participates on the research projects in different economic fields, cooperates with companies in the region, and organizes conferences and events.
Other	

CONTACT DETAILS	
Contact person for this placement	Ing. Kateřina Maršíková, Ph.D.
Department and designation / job title	Department of Business Administration/ assistant professor, career advisor for students
Direct telephone number	+420 48 535 2344
E-mail address	katerina.marsikova@tul.cz

PLACEMENT INFORMATION	
Department / Function	Department of Business Administration/ Assistant in research and administrative activities
Description of activities	Participating on organisational activities of an international conference in September 2016, research projects (English), cooperation on

	international research and administrative support of teaching activities in English (Business Administration, HR management, European Integration), preparing of reports, research and data collection, data analysis, statistical software, searching for international information sources, screening of European legislation, possibility to join selected courses in English (optional).
Location	Liberec/Czech Republic
Duration	17th August 2016 – 31st October 2016 or later (deadline for applications 15th July 2016)
Working hours per week	40 hours/ week (partially home office possibility)
Accommodation	University hall of residence (student accommodation)
Details of financial and “in kind” support to be provided	Based on rules of home institution
Other	Skype interview planned for applicants after 15 th June

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Excellent English knowledge necessary – level B2 or higher, German is an advantage, communication and organizational skills, business knowledge, flexibility, ability to work with data, responsibility, flexibility and friendly behavior
Computer skills and level of skills required	MS Office (Word, Excel- advanced, PowerPoint) , statistical software
Drivers license	Not required
Other	PhD student preferred or master degree student in the last year

INFORMATION PROVIDED BY

Name	Kateřina Marříková
Department / Function	Department of Business Administration/ assistant professor, career advisor
E-mail address	katerina.marsikova@tul.cz
Phone number(s)	+420 48 535 2344
Date	16.6.2016