

**ERASMUS STUDENT PLACEMENT AT THE INTERNATIONAL RELATIONS OFFICE,
UNIVERSITY OF PATRAS, GREECE**

EMPLOYER INFORMATION	
NAME OF ORGANISATION	UNIVERSITY OF PATRAS
ADDRESS	UNIVERSITY CAMPUS 265 04 RIO-PATRAS, GREECE
WEBSITE	www.upatras.gr
SHORT DESCRIPTION OF THE UNIVERSITY	The University of Patras was founded in 1964. It includes 24 departments, with numerous sectors, which operate 112 laboratories and 14 clinics fully equipped. A number of its departments, laboratories and clinics have been designated as Centres of Excellence, on the basis of international assessment. The University of Patras has a reputation for quality and innovative research and presents an effective participation in a plethora of research projects, scientific organizations, and research groups.
CONTACT DETAILS	
CONTACT PERSON	Mrs Eleni Simoni
DEPARTMENT / FUNCTION	Head of International Relations Office
DIRECT TELEPHONE NUMBER	+30 2610 909028
E-MAIL	llp.incoming@upatras.gr llp.outgoing@upatras.gr llp.placements@upatras.gr
PLACEMENT INFORMATION	
DEPARTMENT / FUNCTION	INTERNATIONAL RELATIONS OFFICE
DESCRIPTION OF ACTIVITIES AND TASKS	<ul style="list-style-type: none"> • Collaborate in the design and implementation of team – building tools of our buddy system. • Deal with incoming students. • Assisting with the organization of orientation for incoming students. • Photocopying and scanning of documents. • Maintaining accurate records for incoming students. • Ensuring all required paperwork for incoming students is

	<p>completed</p> <ul style="list-style-type: none"> Recording bilateral agreements.
START DATE	Any time from 1 st March, 2014 on
DURATION	3 to 6 months
WORKING HOURS PER WEEK	25 hours/week
ACCOMMODATION	We can reserve accommodation at the Students Residence Hall, paid by the trainee at student rates.
OTHER BENEFITS SUPPLIED	<p>We can provide:</p> <ul style="list-style-type: none"> fully financed Greek courses (depending on the dates and availability of the relevant level) and food card for the University Restaurant (depending on the dates and opening hours of the restaurant) paid by the trainee at student rates.
OTHER	Internship is unpaid. Student should be fully granted by his/her home University through the Erasmus Student Mobility Programme.
REQUIREMENTS	
REQUESTED PROFILE OF THE ERASMUS STUDENT (fields of studies, completed years of studies, other professional requirements)	<ol style="list-style-type: none"> University student enrolled at Bachelor's or Master's level degree. English level C2 for both oral and written skills. Knowledge of basic Greek is considered a plus but not a requirement.
COMPUTER SKILLS	Good computer skills in Windows Word, Excel and Internet.
OTHER REQUIREMENTS	Good communication skills, ability to work in multicultural environments, problem solving skills.
Other	
APPLICATION DEADLINE	28/2/2014
REQUIRED DOCUMENTS (CV, motivation letter, etc.)	<ol style="list-style-type: none"> Full CV Motivation letter including desired learning aims. Reference from university teacher who can be contacted.
HOW TO APPLY?	Please contact us via email at lp.incoming@upatras.gr

Date: 24/01/2014