



Placement Offer

Company or University ✓	Regional Consortia covering the 7 universities in Saxony-Anhalt, situated at Magdeburg University
Town, Country 📍	Magdeburg, Germany
Sector 📁	carrying out Erasmus-Placements for students, graduates and apprentices
Job Description, Tasks of the Trainee 📄	<p>assistance to project coordinator, such as</p> <ul style="list-style-type: none"> • administrative tasks concerning the placements' funding, preparation, organisation etc. • different tasks in the EU-project-cycle (proposal and reports) <p>depending on skills and interest of trainee:</p> <ul style="list-style-type: none"> • Information and Dissemination (evaluations, website, flyers etc.) • Improve IT-Tools (database, mailing lists, mobility-tool of the EU etc.) • Finding host organisations for Incoming trainees • Intercultural Transfer of Innovation Project „VOCAL-Medical“ • Organisation of events etc.
Duration ⏰	Min. 5 months
Suitable Profession(s) 📖	Applicants from different academic fields and backgrounds are welcome. (International, Media)
Languages 🗣️	German and English verbal and in writing
Computer Programmes 💻	Very good computer skills (MS Office) Experience with databases and / or website programming an asset
Further Qualifications 👍	Reliable, teamworker, well organised
Salary €	400€ per month
Erasmus-Grant 😊	To be applied for at university / consortia in home country
Contact Person (Name, Email, Phone, URL) 📧	Angela Wittkamp, angela.wittkamp@ovgu.de ; +49-391 67 18778; www.leonardo.ovgu.de
Date ①	28.7.14