

**PLACEMENT OFFER IN INTERNATIONAL SERVICES**

(THE FIELD, NAME, TOPIC OF THE PLACEMENT)

EMPLOYER DATA

EMPLOYER / NAME OF THE ORGANISATION / COMPANY

Oulu University of Applied Sciences,
International Services

ADDRESS

Kiviharjunlenkki 1B

BOX

PL 222

WWW PAGE

www.ouas.fi

NUMBER OF EMPLOYEES

800 Oulu UAS/65 Rector's Office/3.5 Int'l Services

POSTAL CODE

90101 OULU

COUNTRY

FINLAND

CONTACT PERSON FOR THE PLACEMENT

Marjo Pääskylä

DIRECT TELEPHONE NUMBER

+358 50 5424 548

DIRECT E-MAIL

marjo.paaskyla@oamk.fi

PLACEMENT DATA

DESCRIPTION OF ACTIVITIES

To assist the International Services staff in the administration of mobility programmes and other forms of international cooperation. Arrangements related to the international Staff Training Week to be organised 2.-6.6.2014: planning and executing the event with the staff members of the international services and communication with the international participants of the week. The trainee should be available especially not only during the staff training week, but also after the week when the staff training week will be assessed and feedback collected from the participants. Assisting dormitory managers in the dormitory of the exchange students. Motivating Oulu UAS's students for studying/practical training abroad.

STARTING TIME

 EXACTLY ON . . .20 CAN BE SEPARATELY AGREED ON

DURATION OF THE PLACEMENT

4 MONTHS

36 h 15 min WORKING HOURS/WEEK

SALARY (IF ANY) / "IN KIND" SUPPORT TO BE PROVIDED

Erasmus grant from student's home
university / Housing is paid by the
employer

TRAINEE IS INSURED BY THE EMPLOYER AT THE WORK

 YES NO

ADDITIONAL SERVICES PROVIDED BY THE EMPLOYER (HELP WITH HOUSING, TRAVEL ETC.)

Housing is organised and paid by the employer. Finnish language course (3 ECTS cr,
depends on the dates of traineeship).**TRAINEE DATA**

PREFERRED STUDY FIELD/S OF THE TRAINEE

Business & administration, international
relations, possibly studies related to event
management

SKILLS REQUIRED

Good organisational and communication skills, outgoing and enterprising personality.

LANGUAGE SKILLS REQUIRED
Fluent oral and written English

COMPUTER/IT SKILLS REQUIRED
Basic MS Office software.

STUDENT MUST HAVE AN ERASMUS GRANT/ STATUS FOR THE PLACEMENT FROM HIS/HER OWN UNIVERSITY

YES NO (ALSO OTHER SUITABLE APPLICANTS ARE CONSIDERED)

ADDITIONAL REQUESTS CONCERNING THE TRAINEE

The traineeship should be started in March-April and 1 April 2014, at the latest. It should be completed by 19 June 2014 at the earliest and by the end of June 2014 at the latest. An interview will be organised with the top applicants either via Skype video or Adobe Connect Pro before selection.

APPLICATION DATA

APPLICATION DEADLINE
29.11.2013

APPLICATION DOCUMENTS MAY BE SENT IN AN
ELECTRONIC FORMAT

YES NO

REQUIRED APPLICATION DOCUMENTS

- CV / RESUME
- OPEN APPLICATION
- STUDY RECORD
- OTHER testimonials of work/international experience or relevant activities if available

FOR FURTHER INFORMATION ABOUT THE PLACEMENT AND TASKS, PLEASE CONTACT THE EMPLOYER.

FOR FURTHER INFORMATION ABOUT THE APPLICATION PROCEDURE AND OTHER POSSIBLE PLACEMENT SERVICES, PLEASE CONTACT THE ERASMUS CONSORTIUM (tiina.ovaska@oamk.fi).

APPLICATIONS SHOULD BE SENT TO:
OULU UNIVERSITY OF APPLIED SCIENCES/ IIOHEI ERASMUS CONSORTIUM
INTERNATIONAL SERVICES
Tiina Ovaska
Kiviharjuntie 8 (LOUHI)
FI -90220 OULU, FINLAND
(tiina.ovaska@oamk.fi)
MOBILE: +358 (0)50 3174729

N.B! APPLICATIONS ARE ALSO ACCEPTED IN ELECTRONIC FORMAT.

N.B! THE PRIORITY IN THE TRAINEE SELECTION IS GIVEN TO THE APPLICANTS FROM THE PARTNER INSTITUTIONS OF OULU UAS AND THE UNIVERSITY OF OULU.