CGU Stella for Staff 2023

Professional Mobility Programme for Services Staff

PLACEMENT OFFER AMU01

INFORMATION OF HOST UNIVERSITY	
Name of institution	Adam Mickiewicz University in Poznań.
Address	ul. Wieniawskiego 1, 60-712 Poznań, (Poland).
Telephone	+48 61 829 44 34.
Web	https://amu.edu.pl/en.
Short description	Adam Mickiewicz University is the major academic institution in Poznań and one of the top Polish universities. Its reputation is founded on tradition, the outstanding achievements of the faculty and the attractive curriculum. The mission of the University is to advance knowledge through high quality research and teaching in partnership with business, professions, public services and other research and learning providers. Video presentation.
INFORMATION OF PLACEMENT OFFER	
Department	Faculty Main Office (The Faculty of Educational Studies).
Description of activities	We offer work in the shadow of administration employees in the few of the next field of personal assistants, scientific affairs and doctoral studies, organization of the education process, financial settlement of academic staff, IT support, faculty archives and moreover the opportunity to participate in lectures and seminars for students, get to know other departments of the university, learn about the Adam Mickiewicz University and its infrastructure. The program will be determined in consultation with the candidate.
Working languages	English, Polish.
Working place	The Faculty of Educational Studies, Faculty Main Office, ul. Szamarzewskiego 89, 60-568 Poznań, Poland.
Mobility period	To be agreed with the candidate.
Length	10 working days.
Daily working hours	5-6h.
Accommodation	We offer a place in a dormitory (if available). We recommend booking in advance. To be paid by the candidate according to the price list of the university.
No. of offered placements	2.
CURRICULAR PROFILE OF CANDIDATE	
Academic title	Degree.

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Required experience	Min. two years of office work in the administration of a university.
Required skills	Knowledge of the English language at a level that allows communication, knowledge of higher education. Preferred education in the field of humanities, social, economic and/or legal sciences.