

**Students Placement at UP FHS Koper**  
**December 2013 – April 2014**



Koper, 3<sup>rd</sup> December, 2013

**Dear Sir, dear Madame,**

Please be informed that we are willing to accept an appropriate student to 3 month placement at our University of Primorska, Faculty of Humanities, Koper, Slovenia.

**Requirements:**

Erasmus student (3rd or 4th year of study (bachelor), or master study, or Leonardo placement (graduate), or other student;

fluent in English (speaking and writing), flexible, self initiative, organized, easy going, communicative, good computer skills (Word, excel, office, internet, daily internet communication with partners all over Europe and elsewhere, PPP, .....), some working experiences are welcome.

**Advantages:**

experiences with Erasmus International Environment; speaking, reading and writing Slovene languages

**Period:**

As soon as possible - December/January 2013 – March/April 2014

**Duration:**

3 month with possible prolongation

**Working time & hours:**

Monday to Friday, 6 to max 8 hours/per day/ 5 days a week. 8.00 am till 16.00 pm (free national holidays days).

**Place:**

International office at University of Primorska, Faculty of Humanities, Titov trg 5, 6000 Koper, Slovenia.

**Work description / general:**

Help with new Erasmus contracts – preparing drafts (general info etc up to agreement);

Regular Communication with partners abroad;

Sending the contracts by e-mail, via regular mail;

Preparing data base for Erasmus placements abroad for our students – names of companies, feed backs of outgoing students etc.;

Promotion of Erasmus calls, CEEPUS calls;

Preparing the International day at UP FHS for our students;

Sending the info / promotion to local medias;

Helping with setting up changes of International office of www portal (English site, possible Italian version too, ..)

Helping with the daily communication and administration of incoming and outgoing Erasmus students ;

Others as agreed with the International office

**Application:**

Dead line: **15<sup>th</sup> December 2013.**

Please send your **CV (with photo), motivation and recommendation letter**, in English (if you speak Slovenian than please send it in Slovenian too) to [nevija.bozic@fhs.upr.si](mailto:nevija.bozic@fhs.upr.si)

**Only complete applications will be taken into account and assessed!**



**Contacts:** Univerza na Primorskem/Università del Litorale/ University of Primorska  
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