**Erasmus Student Work Placement in the UK**

|  |
| --- |
| **EMPLOYER INFORMATION** |
| Name of organisation  | Anglo European College of Chiropractic (AECC) |
| Address inc post code | Anglo-European College of Chiropractic 13-15 Parkwood RoadBournemouthDorset BH5 2DFUnited Kingdom |
| Telephone | 01202 436200 (Main reception) |
| Fax |  |
| E-mail  | aecc@aecc.ac.uk (Main) |
| Website | [www.aecc.ac.uk](http://www.aecc.ac.uk)  |
| Number of employees | 147 |
| Short description of the company | The Anglo-European College of Chiropractic (AECC) enjoys a global reputation as a leader in musculoskeletal healthcare. We strive to contribute to a healthier society through education, research and clinical care. Based in the gorgeous seaside town of Bournemouth, we are a small, friendly campus delivering a high quality student experience.  |
| **CONTACT DETAILS** |
| Contact person for this placement | Lisa King |
| Department and designation / job title | Marketing – Head of Marketing  |
| Direct telephone number | 01202 436501  |
| E-mail address | lking@aecc.ac.uk  |
| **Application Procedure** |
| Who to apply to (including. contact details) | In writing, (letter or email)  |
| Deadline for applications  | 1st May 2013 |
| Application process | Following your letter/email, you will be sent a job description and application guidelines. |
| Other  |  |

Please provide as much information on the placement as possible – too much information is better than not enough!

|  |
| --- |
| **PLACEMENT INFORMATION**  |
| Department / Function | Marketing intern  |
| Description of activities | In this role you will provide valuable administrative support to a small and very dynamic team and will be comfortable carrying out routine tasks individually and as part of the team. There will also be the opportunity to carry out specific projects for the right person.A confident communicator, you will be happy to liaise with corporate suppliers, customers, prospective students and parents as well as schools and colleges. You will need to use your creativity to help with marketing, PR and fundraising communications and activities. |
| Location  | Bournemouth, Dorset, UK |
| Start Date | 20/5/13 |
| Duration  | 1 year |
| Working hours per week | 08.45 – 17.00 Monday to Friday (1 hour lunch break) |
| Accommodation (please select) | 🞎 Accommodation will be providedX **We can assist with finding accommodation**X **Student to make own arrangements** |
| Details of financial and “in kind” support to be provided | This is an unpaid position, but lunch will be provide Monday - Friday |
| Other |  |

|  |
| --- |
| **COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS**  |
| Languages and level of competence required | A good level of English is required in order to communicate effectively with members of the public and prospective students |
| Computer skills and level of skills required | Basic computer skill in Microsoft office are essential |
| Drivers license | Not compulsory |
| Other |  |

|  |
| --- |
| **INFORMATION PROVIDED BY** |
| Name | Lisa King |
| Department / Function | Marketing – Head of Marketing  |
| E-mail address | lking@aecc.ac.uk  |
| Phone number(s) | 01202 436501 |
| Date | 29/11/12 |

Please return this form by email to erasmus@britishcouncil.org