



## Erasmus+ Student Traineeship in the UK

EMPLOYER INFORMATION	
Name of organisation	Quacquarelli Symonds Ltd
Address inc post code	1 Tranley Mews, Fleet Road, London, NW3 2DG, UK
Telephone	0044(0)207 284 7240
Fax	
E-mail	magdalena@qs.com
Website	<a href="http://www2.qs.com/">http://www2.qs.com/</a>
Number of employees	212
Short description of the company	QS Quacquarelli Symonds was founded in 1990 and has established itself as the leading global provider of specialist higher education and careers information and solutions. At QS we believe that education and career decisions are too important to leave to chance, we want to ensure candidates have access to the best tools and the best independent expert information before making a decision.
CONTACT DETAILS	
Contact person for this traineeship	Magdalena Sobieszek
Department and designation / job title	HR HR Assistant
Direct telephone number	0044(0)207 284 7240
E-mail address	magdalena@qs.com
Application Procedure	
Who to apply to (including contact details)	HR Manager internships@qs.com
Deadline for applications	ASAP
Application process	CV, Cover Letter. <b>Please include the dates you are willing to take part in traineeship</b>
Other	

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

PLACEMENT INFORMATION	
Department / Function	Research Assistant
Description of activities	<p><u>Knowledge, skills and competences to be acquired:</u></p> <ul style="list-style-type: none"> <li>- Experience in the area of educational research with strong focus on Higher Education.</li> <li>- Analytical insight into research in the higher education sector</li> <li>- Familiarity with working with large datasets.</li> </ul> <p><u>Detailed programme of the training period:</u></p> <ul style="list-style-type: none"> <li>- Data collection – gathering accurate information from universities directly via email, website, telephone or third party sources</li> <li>- Data entry – accurate data entry into existing online database</li> <li>- Data validation – determine if data is accurate, complete or meets specified criteria</li> <li>- Correspondence – dealing with university representatives or third party clients, handling enquiries, promoting the products</li> <li>- Research – research the web or other applicable sources for useful information/data collection</li> <li>- Research Outputs – contributing to QSIU's projects by helping to verify data</li> <li>- Ad hoc tasks might be required such as helping with translations, marketing for QSIU services, and other duties</li> </ul>
Location	London, NW3 2DG
Start Date	1st September 2014
Duration	6 months
Working hours per week	40h
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation

	x Student to make own arrangements
Details of financial and “in kind” support to be provided	
Other	

### COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	<u>Requirements:</u> <ul style="list-style-type: none"> <li>• Have excellent academic qualifications within economy</li> <li>• Interested in research</li> <li>• Have exceptional communication skills (English - written and verbal)</li> <li>• Want to learn and be part of a team</li> <li>• Healthy appetite for problem solving</li> <li>• Ability to stay focused and high attention to detail</li> </ul>
Computer skills and level of skills required	<ul style="list-style-type: none"> <li>• Upper Intermediate Ms Office , especially excel</li> <li>• Web research skills</li> <li>• Internet familiarity</li> </ul>
Drivers license	NO
Other	

### INFORMATION PROVIDED BY

Name	Magdalena Sobieszek
Department / Function	HR/HR Assistant
E-mail address	magdalena@qs.com
Phone number(s)	0044(0) 207 284 7240
Date	10/06/2014