

Erasmus Placement

In Dep. of Balkan Slavic and Oriental Studies – University of Macedonia

EMPLOYER INFORMATION	
Name of organization	University of Macedonia, Dep. of Balkan Slavic and Oriental Studies Website: https://www.uom.gr/en/bsa
Address	Egnatia 156, 54006, Thessaloniki, Greece
Contact Person	Anna Moumtzoglou Email: anna@uom.edu.gr
Duration	The placement period will last at least 3 months 40 hours/week 1 st period: October to December 2 nd period: March to May
Places available	1 / period
Requirements	<ul style="list-style-type: none">● Be a student at a higher education Institute (Bachelor/Master/PhD)● English - Advanced C1 Greek - Intermediate (not mandatory, but preferred)● Regional languages (not mandatory, but preferred)
Working Hours	Monday-Friday, 09:00-16:00
Job description	<ul style="list-style-type: none">● Selected students will be responsible for translate, editing and managing content for the Department's web site.● The intern should have experience using Photoshop and video-making tools at an advanced level,● Be able to manage social media platforms including Instagram and Facebook, and design leaflets and newsletters which effectively market university events.● Supporting outgoing and incoming Erasmus students during application periods and exchange preparations.● Assist with conferences, workshops, seminar organization● Digital Marketing skills will be appreciated
Entitlements/ Obligations	The internship is not paid by our University, Every applicant is entitled to apply for Erasmus grant at the sending University

The Erasmus Placement Program is a great way to provide you with excellent working experience in an office environment. Besides the professional skills you will develop during this experience, you will also benefit from advantages such as an **Erasmus mobility grant** provided by your home institution, **ECTS credits** which can be transferred to your home university, **low cost meal** at University of Macedonia.

Erasmus mobility grants are managed by the intern's home university. Please find above the description of duties and responsibilities of your future internship. If you are interested in the Erasmus Placement program, please send your **CV**, **proof of language level** and your **possible internship dates** to: anna@uom.edu.gr

Applications must be sent : - for the 1st period: **by 15th June**
- for the 2nd period (there will be a new call): **by 15th December**

Application form: <https://forms.gle/LQiaq4FCvQmVVt1E8>