

Erasmus Student Work Placement in Slovakia

EMPLOYER INFORMATION	
Name of organisation	Department of English Language and Literature, Faculty of Humanities, University of Žilina in Žilina
Address	Faculty of Humanities University of Žilina in Žilina Univerzitná 8215/1 010 26 ŽILINA, SLOVAKIA
Telephone	+421415136170
Fax	-
E-mail	kaj@fhv.uniza.sk
Website	http://fhv.uniza.sk/en/
Number of employees	112 (Faculty of Humanities) 12 (Department of English Language and Literature)
Short description of the company	Department of English language and literature educates future teachers of English language and provides English language teaching for other departments of the faculty
CONTACT DETAILS	
Contact person for this placement	Eva Leláková
Department and designation, job title	Head of Department of English Language; Vice-dean for Foreign Affairs and Public Relations of the Faculty of Humanities
Direct telephone number	+421415136170
E-mail address	eva.lelakova@fhv.uniza.sk
APPLICATION PROCEDURE	
Who to apply to (including contact details)	Lenka Kalusova, lenka.kalusova@fhv.uniza.sk
Deadline for applications	30 November 2014
Application process Required Documents: CV, Covering letter, Reference from university – from a teacher who can be contacted	Send required documents to lenka.kalusova@fhv.uniza.sk . Once reviewed, suitable applicants will be contacted.
Please provide as much information on the placement as possible – too much information is better than not enough!	
PLACEMENT INFORMATION	
Department, Function	English language teacher assistant (not mandatory) ; administrative assistant at the department; assistant at the International Relations Office
Location	City: Žilina; region: Žilina; country: Slovakia
Start Date	1 December 2014
Duration	Minimum 3 months
Working hours per week	20 - 25 hours

Description of activities, tasks	Basic work with departmental web page (web page administrator), facebook page and librarian system, writing departmental documents in English, communication with Erasmus students in English, taking photographs from various events, preparing promotional material for events, photocopying and scanning of documents, etc.
Accommodation (please select)	Accommodation can be provided in the student's dormitories of the University of Žilina upon request at the International Relations Office. The cost of accommodation in student's dormitories is around 100 – 135 EUR per month (depends on how many students share a room). Foreign students live in one block. Students live mostly 2 or 3 people in one room. The deposit is 130 €/student. It is returnable at the end of the stay. Parking is free. Accommodation fee is paid by the student in cash.
Details of financial and "in kind" support to be provided	Meals for students are served in the student's canteens. The cost of one meal is approximately 2 €. Breakfast and lunch are provided on school days only.
Other	Internship is unpaid. Student should be fully granted by his/her home University through the Erasmus Student Mobility Programme.
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	English: Minimum level B2 (CEFR)
Computer skills and level of skills required	Competent level of Microsoft Word, Excel, Internet, PowerPoint, Prezi, Basics of work with web pages
Driving license	Not required (but advantage)
Other	Slovak or Czech language knowledge is an advantage (not mandatory)

Date: 30/10/2014