

Erasmus + Placement Offer at the Lucian Blaga University of Sibiu

The International Office of Lucian Blaga University of Sibiu is looking for an intern through Erasmus+ Placement mobility between mid-April and mid-June 2018 (with the possibility of prolongation).

The student should be at Bachelor/Master level with a very good knowledge of English language.

The task will be related to incoming and outgoing students, in terms of administrative and communication (please see below the further description of the activities and tasks).

The application deadline: **Mid March, 2018.**

Host Institution	Lucian Blaga University of Sibiu
Address	Service for International Relations and Community Programmes 10 Victoriei Blvd. 550024, Sibiu, ROMANIA
Telephone/Fax	+40-269 210512
Website	http://international.ulbsibiu.ro/
Facebook page	https://www.facebook.com/pages/International-Relations-Office-ULBS
Placement Information	
Department where the placement will take place	International Relations Office
Position	Administrative and communication assistant
Description activities	Administrative support for incoming and outgoing students; Administrative duties: organize files of students, be the contact person with registration office; Organization of International Week Event (manage applications, emails, welcoming the guest, join them in trips etc)



ULBS

Universitatea "Lucian Blaga" din Sibiu

Ministry of National Education

"Lucian Blaga" University of Sibiu

Division of International Relations and Community Programmes

Duration	3 months (mid- April – mid -June with the possibility of prolongation up to 12 months)
Number of placement positions	1 person
Numbers of working hours per day	4 hours
Accommodation	Provided in the International Students' Dormitory
Skills required	
	Fluent in English (written and spoken); Computer literate; Team spirit; Organizational skills; Very good interpersonal skills; Communication skills; High level of amiability and availability;
Application documents	CV and cover letter to dep.externe@ulbsibiu.ro
Application deadline	March, 15 th 2018

For any further information regarding the Erasmus + placement mobility offer, please contact:

International Relations Office (LBUS)

Email: dep.externe@ulbsibiu.ro

Tel: [+40-269 210512](tel:+40269210512)