

Erasmus Student Work Placement at the University College “Nikola Subic Zrinski” (Croatia)

| EMPLOYER INFORMATION | |
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| Name of organization | University College of Economics, Entrepreneurship and Management "Nikola Subic Zrinski" |
| Address inc post code | Selska cesta 119, 10000 Zagreb, Croatia |
| Telephone | +385 1 3647 098 |
| Fax | +385 1 3014 943 |
| E-mail | martina.levar@zrinski.org |
| Website | www.zrinski.org |
| Short description of the company | <p>University College of Economics, Entrepreneurship and Management "Nikola Subic Zrinski" is based in Zagreb, Croatia. It is a part of Education group Zrinski, which also consists of Economic School “Katarina Zrinski”, Open University “Petar Zrinski“ and Innovation and Development Centre “Zrinski“ (IRCZ).</p> <p>Basis of the IRCZ are research and development, and it rests upon three main activities:</p> <ul style="list-style-type: none"> • Planning, development, implementation, monitoring and evaluation of projects in support of all institutions and customers of Education Group “Zrinski” • Support the implementation of business simulations in educational institutions and businesses • Training and consulting in project management |

| CONTACT DETAILS | |
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| Contact person for this placement | Martina Levar |
| Department and designation / job title | Innovation and Development Centre “Zrinski” Project assistant |
| Direct telephone number | +385 1 3647 098 |
| E-mail address | martina.levar@zrinski.org |

PLACEMENT INFORMATION

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|-------------------------------|---|
| Department / Function | Innovation and Development Centre "Zrinski" / Project assistant |
| Description of activities | <p>Innovation and Development Centre "Zrinski" is looking for highly motivated student to work closely with an experienced team of professionals in the fields of education, entrepreneurship and project management. We are looking for one Erasmus placement grantholder whose activities will consist of:</p> <ul style="list-style-type: none">• Assisting in project management activities• Assisting with International duties including communication with business partners• Assisting in dissemination and marketing activities• Assist with the production of project briefs, reports and agreements• Providing logistical support for all project training courses, seminars and workshops• Administrative tasks |
| Location | Zagreb (Croatia) |
| Duration | 3 months (Summer 2012.) |
| Working hours per week | 40 (Monday - Friday) |
| Accommodation (please select) | <input type="checkbox"/> Accommodation will be provided <input checked="" type="checkbox"/> We can assist with finding accommodation <input type="checkbox"/> Student to make own arrangements |

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

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| Languages and level of competence required | English level: Understanding: B2 Speaking: B2 Writing: B2 |
| Computer skills and level of skills required | User level |
| Other | Interviews via Skype |