

ERASMUS STUDENT TRAINEESHIP OFFER

EMPLOYER INFORMATION	
Name of organisation	University of Zagreb (UNIZG) Faculty of Organization and Informatics (FOI) https://www.foi.unizg.hr/en International Relations Office & Student Support and Career Development Centre
Address	Pavlinska 2, 42 000 Varaždin Croatia

CONTACT DETAILS	
Contact person	Ms Izabela Oletić Tušek, Head of FOI International Office e-mail: international@foi.unizg.hr phone: +385 42 390 826

PLACEMENT INFORMATION	
Department/ Function	FOI International Relations Office & Student Support and Career Development Centre
Description of activities	Student would work in both supporting units at FOI UNIZG, part of the time in FOI IRO and part of the time at FOI Career Centre. The tasks in IRO would be as follows: <ul style="list-style-type: none"> • Help in organization of Welcome week for international students • Help in organization of non-formal activities for international students and their FOI Buddies

	<ul style="list-style-type: none"> • Communication with international students • Communication with FOI Student Buddies • Help in organization of FOI International Days (May) • Welcoming international teachers and other staff members • Other IRO tasks <p>Tasks in FOI Career Centre would be as follows:</p> <ul style="list-style-type: none"> • Help in organization of Workshop days (held by companies) • Communication with partner companies • Communication with FOI students • Help in preparation of career development workshops for international students • Other tasks
<p>Duration</p>	<p>Placement starts</p> <ul style="list-style-type: none"> • From February 2024 or other according to the consultations with the candidate (duration 2-5 monts)
<p>Working hours per week</p>	<p>30-40</p>
<p>Help with finding accomodation</p>	<p>We can check if there is available room in Student residence Varaždin or send you info where to look for private accomodation.</p>
<p>Payment</p>	<p>Please inquire about an Erasmus+ traineeship grant or national scholarship at the international office of your home university.</p>



REQUIREMENTS	
Oral and written language skills	English language – equivalent to level B2 or above. Active usage of other language is an advantage (e.g. German or French).
Skills	Great communication skills, teamwork, advance usage of MS Office tools

OTHER	
Documents to be submitted	<p>Please send your:</p> <ul style="list-style-type: none"> • CV; • letter of motivation (stating your preferred dates of beginning and ending of the internship); • transcript of records <p>via email to international@foi.unizg.hr</p>