

PLACEMENT OFFER IN INTERNATIONAL SERVICES (UNPAID)

(THE FIELD, NAME, TOPIC OF THE PLACEMENT)

EMPLOYER DATAEMPLOYER / NAME OF THE ORGANISATION / COMPANY
Oulu University of Applied Sciences,
International ServicesADDRESS
Kotkantie 1
BOXWWW PAGE
www.oamk.fiNUMBER OF EMPLOYEES
600 Oulu UAS / 5 Int'l ServicesPOSTAL CODE
90250 OULUCOUNTRY
FINLANDCONTACT PERSON FOR THE PLACEMENT
Sami NiemeläDIRECT TELEPHONE NUMBER
+358 50 542 4547DIRECT E-MAIL
sami.niemela@oamk.fi**PLACEMENT DATA**

DESCRIPTION OF ACTIVITIES

- Arrangements of the International Teacher and Staff Exchange Week to be organised in Oulu UAS campuses 9 - 13 April 2018 (www.oamk.fi/itsew2018): planning and executing the event and communication with the participants of the week.
- Assisting the International Services staff in the administration of mobility programmes and other forms of international cooperation (including electronic mobility management software).
- Motivating Oulu UAS's students for studying/practical training abroad together with International Services staff and the Oulu UAS student union.

STARTING TIME

 EXACTLY ON20 CAN BE SEPARATELY AGREED ONThe traineeship should preferably be started on
4 January 2018, but it must start by 5 February at the
latest

DURATION OF THE PLACEMENT

4-5 MONTHS

36 h 45 min WORKING HOURS/WEEK

SALARY (IF ANY) / "IN KIND" SUPPORT TO BE PROVIDED

A possible grant from student's home university +
housing (single room) provided and paid for by
Oulu UAS.

TRAINEE IS INSURED BY THE EMPLOYER AT THE WORK

 YES NO

ADDITIONAL SERVICES PROVIDED BY THE EMPLOYER (HELP WITH HOUSING, TRAVEL ETC.)

Housing is organised and paid by the employer. A Finnish language and culture course (3 ECTS cr,
depends on the actual dates of traineeship).Access to Finnish student discounts through membership (fee 23€) in the Oulu UAS student union
(www.osakoweb.fi). Access to University Sports of Oulu offering (fee 31€): (www.unisportoulu.fi).**TRAINEE DATA**

PREFERRED STUDY FIELD/S OF THE TRAINEE

Business & administration, international relations,
possibly studies related to event management

SKILLS REQUIRED

Good organisational and communication skills, outgoing and enterprising personality.

LANGUAGE SKILLS REQUIRED

Fluent oral and written English

COMPUTER/IT SKILLS REQUIRED

MS Office software, other IT skills can be seen as an asset

STUDENT MUST HAVE AN ERASMUS GRANT/ STATUS FOR THE PLACEMENT FROM HIS/HER OWN UNIVERSITY

YES NO (ALSO OTHER SUITABLE APPLICANTS ARE CONSIDERED)

ADDITIONAL REQUESTS CONCERNING THE TRAINEE

The traineeship should be started in January, or at the latest in early February 2018. The traineeship should be completed by 30 of June 2018 (the earliest possible ending time 30 April 2018).

APPLICATION DATA**APPLICATION DEADLINE**

by 15.12.2017 or as soon as a suitable candidate has been found.

APPLICATION DOCUMENTS MAY BE SENT IN AN ELECTRONIC FORMAT

YES NO

REQUIRED APPLICATION DOCUMENTS

CV / RESUME

OPEN APPLICATION

STUDY RECORD

OTHER testimonials of work/international experience or relevant activities if available

FOR FURTHER INFORMATION ABOUT THE PLACEMENT AND TASKS, PLEASE CONTACT THE EMPLOYER.

FURTHER INFORMATION IS AVAILABLE FROM AND APPLICATIONS SHOULD BE SENT TO:

OULU UNIVERSITY OF APPLIED SCIENCES

INTERNATIONAL SERVICES

Sami Niemelä

Kotkantie 1

FI -90250 OULU, FINLAND

sami.niemela@oamk.fi

MOBILE: +358 (0)50 542 4547

N.B! APPLICATIONS IN ELECTRONIC FORMAT ARE PREFERRED.