**Erasmus Student Placement**

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| EMPLOYER INFORMATION | |
| Name of organization | University of Zadar |
| Address | Mihovila Pavlinovića 1 |
| Postal Code | 23 000 |
| City | Zadar, CROATIA |
| Telephone | +385(0)23 200 642, +385(0)23 200 588 |
| Fax | +385(0)23 316 882 |
| E-mail | [iro\_unizd@unizd.hr](mailto:iro_unizd@unizd.hr) |
| Website | [www.unizd.hr](http://www.unizd.hr) |
| Number of employees | 589 |
| Short Description of the HEI | The University of Zadar is an entirely integrated university, consisting of [25 departments](http://www.unizd.hr/English/InternationalRelationsOffice/CourseCatalogue/CourseCataloguebyDepartments/tabid/3216/language/hr-HR/Default.aspx). It is ranked as a mid-sized university in the European environment and there is a total of 5500 students enrolled in different study programmes at undergraduate, graduate and postgraduate level. To have an idea about our University, you can watch our short promotional video available at the following link:  <http://www.unizd.hr/Aboutus/Promotionalvideosandimages/tabid/6465/language/en-US/Default.aspx>  The interested candidates could also find useful information at our official web page:   * International Relations Office, Admission Procedure and other useful information: <http://www.unizd.hr/InternationalRelations/InternationalRelationsOffice/tabid/5277/language/en-US/Default.aspx> * International Student Guide:   <http://www.unizd.hr/Portals/0/ms/pdf/guide/GUIDE_2014_15.pdf> |
| Other | Additional information on International Relations Office:  <http://www.unizd.hr/English/InternationalRelationsOffice/tabid/3212/language/hr-HR/Default.aspx> |

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| CONTACT DETAILS | |
| Contact person | Maja Kolega |
| Department / Function | Erasmus coordinator |
| Direct telephone number | +385(0)23 200 642 |
| Direct mobile | - |
| Direct e-mail address | [mkolega@unizd.hr](mailto:mkolega@unizd.hr) |

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| PLACEMENT INFORMATION | |
| Department / Function | International Relations Office |
| Description of activities | * Preparation of exchange students’ documentation and welcoming exchange students * Providing practical help to international visitors and help in organisation of the staff week * Help in organising events (e.g. Erasmus Info Day, Welcome Day for Incomings etc.) * Assistance to the IRO’s staff in everyday tasks |
| Duration | 3 months  **1 student** from 10/01-10/04/2015  **1 student** from 10/04-10/07/2015 |
| Working hours / Weekly hours | 40 hours/week |
| City | Zadar, Croatia |
| Help with finding Accommodation | Yes  No |
| Financial contribution | Yes  No |
| Other | Students can attend classes of Croatian as a foreign language as well as other language classes free of charge. |

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| REQIUREMENTS | |
| Oral and written language skills | English (level: B2)  Knowledge of other languages (e.g. Croatian, German) is a plus, but not required. |
| Computer skills | MS Office, Open Office |
| Driving license | Yes  No |
| Other skills | * Currently enrolled in the study programme related to the international relations, communication sciences or languages, * Good level of organisational skills. |
| Application procedure | Please send your **CV**, your **transcript of records** with your grades listed, **English Language Proficiency Declaration** (English B2) and **short letter of motivation** (ca. 300 words) explaining your expectations and qualifications to the following e-mail: [rburmeta@unizd.hr](mailto:mkolega@unizd.hr) |
| Application deadline | **30 November 2014** |
| Additional information | <http://www.unizd.hr/English/InternationalRelationsOffice/ErasmusInternshipPlacements/tabid/3423/language/hr-HR/Default.aspx> |
| **Students who wish to apply should send their application according to the application procedure listed in the offer.** **Incomplete applications will be excluded from the selection process. ONLY ELIGIBLE STUDENTS CAN APPLY!** | |