

PLACEMENT OPPORTUNITY IN THE INTERNATIONAL OFFICE AT THE UNIVERSITY OF HUDDERSFIELD

Location: International office at the University of Huddersfield, UK/Main campus

Duration: 3 months full time

The exact dates of the placement are negotiable.

The position is unpaid. Possible to cover from Erasmus grant.

For more information please contact Elena Nikoulina, Head of International Recruitment on e.nikoulina@hud.ac.uk or on 0044 1484 473370

PURPOSE OF ROLE: To provide administrative support to the European and Erasmus officer for the Erasmus plus programme.

MAIN DUTIES:

1. To work closely with the European and Erasmus officer to assist with Erasmus Plus administration and paperwork
2. Provide information and advice to in-coming Erasmus students on suitable student accommodation
3. To analyse data relevant to the EU recruitment
4. To handle and respond to student enquiries
5. To update and produce marketing materials and the website for European student
6. To assist with International Office welcome week programme
7. General clerical based tasks as and when required
8. Other tasks may be added at the later date