

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

EMPLOYER INFORMATION	
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	
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

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

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