



Žilinská univerzita v Žiline

Fakulta špeciálneho inžinierstva

Ul. 1. mája 32, 010 26 Žilina 1, Slovenská republika



ERASMUS PLACEMENT OFFER at the Faculty of Special Engineering, University of Žilina, Slovakia

<i>Employer Information</i>	
Name of Organization	Faculty of Special Engineering, University of Žilina, Slovakia
Address	Univerzitná 8215/1, 01026 Žilina, Slovakia (Faculty: Ul. 1. Mája 32, Žilina)
Telephone	+421 41 513 6610
Short Description of the Organization	Faculty of Special Engineering is technologically and managerially modern oriented faculty. Faculty study programs encompass specific subjects for preparing the bachelors' and engineers' education for the needs of public administration, namely in subjects in civil and social security and protection. For various companies of national economy, social and other public institutions, the study programs are oriented to the problems of technological, economical, property and capital security, to safety at work, protection of persons, fire protection and solution of overall emergency and crises situations. Further, they are oriented to environmental problems including the solutions of natural disasters and catastrophes, and specifically to the problems of critical phenomena in transport infrastructure, transport modes and logistics, too.
<i>Contact Details</i>	
Contact Person for This Placement	Jozef Ristvej, Ph.D.
Department	Department of Science and International Relations
Direct Phone and E-mail	+421 41 513 6610 / +421 903 310 246 / Jozef.Ristvej@fsi.uniza.sk
<i>Placement Information</i>	
Department / function	International relations assistant
Number of students required	1 (if there is offer of 2, it is upon of discussion)
Requirements / Description of Activities	<p>The candidates are required to have computer mediums skills (MS Office), good level of English and we would appreciate if he/she is easy-going and sociable person. Driving license is no need.</p> <p>Flexibility is required for the working hours but they will be doing 20 hours per week as a maximum. We are offering the possibility of being member of a school focused on quality in teaching, research and international relations, we are always trying to improve our methods and programs.</p>



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Requirements / Description of Activities (<i>continuation</i>)	<p>The activities to be carried out/developed (by the Assistant) will be the following:</p> <ul style="list-style-type: none">You will provide future Erasmus students with information about the customs, culture, politics, and so on in their native country.You will take part in the writing/drafting of international projects.You will assist foreign students and teachers that are taking part in international programs.You will help local students and teachers at the school with the documents that will have to be sent to other European schools (especially Erasmus).You will participate in conversations and discussions with students in the candidate`s native language.You will look for possibilities in the search of information within the field of security in general.You will help with the preparation and organization of extracurricular activities. <p>The role description can definitely be broader depending on the interest, motivation and ability of the assistant.</p>
Summary of the placement	<p>During your stay you will carry out the above activities in the morning working hours that will be established on your arrival (we expect 9-13, or 10-14).</p> <p>Two weekly sessions will be set during these hours for conversation with colleagues and students.</p> <p>Depending on the school needs during the training time:</p> <ul style="list-style-type: none">Erasmus application forms, project presentation periods, company search, etc... you will carry out the required activities in collaboration with the Department of Science and International Relations. <p>The School will provide the candidates with:</p> <ul style="list-style-type: none">Your integration among teaching staff and students.Information about our town: customs, culture, etc...A cultural visit around the town.Information about teachings and studies that are given at our school.Active participation in all the activities that will be organized at the school.
Location	Žilina, (city of around 100.000 inhabitants), northwest of Slovakia.
Duration	Depends on agreement between September and June.
Working hours per week	20 hours (morning working hours, will be established on your arrival, we expect 9-13, or 10-14).
Accommodation	We can assist with finding accommodation.
Internship grant	NO (we expect Erasmus Professional Training placement)
Documents Required	
CV and Motivation letter (detailing studies, skills, personal characteristics, ambitions and motivation to Jozef.Ristvej@fsi.uniza.sk)	