

ERASMUS+ PLACEMENT OFFER IN LATVIA

EMPLOYER INFORMATION	
Name of organization	RISEBA University
Address	3 Meza Street
Postal Code	LV-1048
City	Riga
Country	Latvia
Telephone	+37167500265
Fax	+37167500252
E-mail	riseba@riseba.lv
Website	www.riseba.lv
Number of employees	70
Year of foundation	1992
Contact person	Ms Galina Zilgalve
Department / Function	External Relations Department
Direct telephone number	+37167500256
Direct mobile	-//-
Direct e-mail address	galina.zilgalve@riseba.lv
Short Description of the Company	<p>RISEBA is a university type private higher educational institution fully accredited by the Ministry of Education and Science of the Republic of Latvia.</p> <p>Being one of the first private higher education institutions in Latvia, today RISEBA is among 10 largest higher education institutions in Latvia (both public and private) with 3000 students, including 200 international students, who attend 17 study programmes of different levels and directions, and more than 9000 alumni.</p> <p>Over the last two decades RISEBA has gone through a substantial transformation from a small ambitious business school to the university that provides, in addition to business</p>

	and management programmes, studies in communications, audiovisual media arts and architecture, thus transforming the institution into “the place where business meets arts”.
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PLACEMENT INFORMATION

Department / Function	External Relations Division Assistant
Description of activities	<p>Daily assistance to External Relations Division’s staff</p> <p>Provide support for events organised by RISEBA External Relations Division, such as Orientation days, summer schools, etc.</p> <p>Preparation of communication materials for mass media and Social Media</p> <p>Work with the university home page</p> <p>Customer Service: communication with international students (ongoing communication on student and study related issues)</p> <p>Conducting desk research (gathering and analysing information, available in print and published on the internet)</p> <p>Cooperation with other RISEBA structural units and staff, e.g. Student Council, Study Department, Programme Directors, etc.</p>
Duration	Min 3 months
Working hours / Weekly hours	8h per day; 40 h per week
City	Riga
Help with finding Accommodation	Yes
Financial Contribution	No
Other	This is an unpaid position. ONLY candidates eligible for scholarships (Leonardo, Erasmus, etc...) will be considered.

REQUIREMENTS

Oral and written language skills	<p>English (level: C)</p> <p>Knowledge of other EU languages welcome</p>
Computer skills	Good knowledge of Microsoft Office tools
Other	Time management, communication skills (both written and spoken), pro-activity, accuracy, sense of responsibility and efficiency

APPLICATION

Please send your CV and Motivation letter to galina.zilgalve@riseba.lv by 01 March 2015