PLACEMENT OFFER IN INTERNATIONAL SERVICES (UNPAID)
(THE FIELD, NAME, TOPIC OF THE PLACEMENT)

EMPLOYER DATA
EMPLOYER / NAME OF THE ORGANISATION / COMPANY
Oulu University of Applied Sciences,
International Services

ADDRESS
Kotkan tie 1

POSTAL CODE
90250 OULU

COUNTRY
FINLAND

WWW PAGE
www.oamk.fi

CONTACT PERSON FOR THE PLACEMENT
Sami Niemelä

DIRECT TELEPHONE NUMBER
+358 50 542 4547

DIRECT E-MAIL
sami.niemela@oamk.fi

PLACEMENT DATA

DESCRIPTION OF ACTIVITIES
- Arrangements of the International Teacher and Staff Exchange Week to be organised in Oulu UAS campuses 9 - 13 April 2018 (www.oamk.fi/itsew2018): planning and executing the event and communication with the participants of the week.
- Assisting the International Services staff in the administration of mobility programmes and other forms of international cooperation (including electronic mobility management software).
- Motivating Oulu UAS’s students for studying/practical training abroad together with International Services staff and the Oulu UAS student union.

STARTING TIME
☑ EXACTLY ON 4.20
☒ CAN BE SEPARATELY AGREED ON

The traineeship should preferably be started on 4 January 2018, but it must start by 5 February at the latest.

DURATION OF THE PLACEMENT
4-5 MONTHS

36 h 45 min WORKING HOURS/WEEK

SALARY (IF ANY) / “IN KIND” SUPPORT TO BE PROVIDED
A possible grant from student’s home university + housing (single room) provided and paid for by Oulu UAS.

TRAINEE IS INSURED BY THE EMPLOYER AT THE WORK
☐ YES ☐ NO

ADDITIONAL SERVICES PROVIDED BY THE EMPLOYER (HELP WITH HOUSING, TRAVEL ETC.)
Housing is organised and paid by the employer. A Finnish language and culture course (3 ECTS cr, depends on the actual dates of traineeship).

TRAINEE DATA

PREFERRED STUDY FIELD(S) OF THE TRAINEE
Business & administration, international relations, possibly studies related to event management
SKILLS REQUIRED
Good organisational and communication skills, outgoing and enterprising personality.

LANGUAGE SKILLS REQUIRED
Fluent oral and written English

COMPUTER/IT SKILLS REQUIRED
MS Office software, other IT skills can be seen as an asset

STUDENT MUST HAVE AN ERASMUS GRANT/STATUS FOR THE PLACEMENT FROM HIS/HER OWN UNIVERSITY
☐ YES  ☒ NO (ALSO OTHER SUITABLE APPLICANTS ARE CONSIDERED)

ADDITIONAL REQUESTS CONCERNING THE TRAINEE
The traineeship should be started in January, or at the latest in early February 2018. The traineeship should be completed by 30 of June 2018 (the earliest possible ending time 30 April 2018).

APPLICATION DATA
APPLICATION DEADLINE
by 15.12.2017 or as soon as a suitable candidate has been found.

APPLICATION DOCUMENTS MAY BE SENT IN AN ELECTRONIC FORMAT
☒ YES  ☐ NO

REQUIRED APPLICATION DOCUMENTS
☒ CV/RESUME
☒ OPEN APPLICATION
☒ STUDY RECORD
☒ OTHER testimonials of work/international experience or relevant activities if available

FOR FURTHER INFORMATION ABOUT THE PLACEMENT AND TASKS, PLEASE CONTACT THE EMPLOYER.

FURTHER INFORMATION IS AVAILABLE FROM AND APPLICATIONS SHOULD BE SENT TO:

OU LU UNIVERSITY OF APPLIED SCIENCES
INTERNATIONAL SERVICES
Sami Niemelä
Kotkantie 1
FI - 90250 OULU, FINLAND
sami.niemela@oamk.fi
MOBILE: +358 (0)50 542 4547

N.B! APPLICATIONS IN ELECTRONIC FORMAT ARE PREFERRED.