



Erasmus+



Placement Offer Form

CMEPIUS, Ob železnici 30 a, 1000 Ljubljana, Slovenia

E mail: erasmusplus-ka1@cmepius.si

EMPLOYER INFORMATION	
Name of organization	Academia Ltd
Address	Glavni trg 17b
Postal Code	2000
City	Maribor
Country	Slovenia
Telephone	+386 2 228 35 35
Fax	+386 2 228 35 49+386 2 228 35 49
E-mail	info@academia.si
Website	www.academia.si
Number of employees	5-10
Year of foundation	1994
Contact person	Ms Mateja VLASAK
Department / Function	
Direct telephone number	+386 2 228 35 35
Direct mobile	
Direct e-mail address	mateja.vlasak@academia.si
Short Description of the	Academia is one of the leading private education

Ob železnici 30a
1000 Ljubljana, Slovenija
Tel.: (01) 620 94 50
Fax: (01) 620 94 51
E-pošta: info@cmepius.si
www.cmepius.si

Company	institutions in Slovenia offering various educational programs for adults.
Other	

PLACEMENT INFORMATION	
Department / Function	Career and language study advisory intern
Description of activities	We are looking for highly motivated individual to join our dynamic team who will be responsible for: - advising our students how to search for jobs in Austria - help develop them a professional CV that is recognized in Austria - CV clinic - help preparing them for a job interview in German - conduct personal tests, analyse results and advise them on their career orientation - conduct one-on-one sessions with students to practise English and German
Duration	6
Working hours / Weekly hours	20 per day; 40 per week
City	Maribor
Help with finding Accommodation	Yes
Financial Contribution	No
Other	minimum 6 months up to 12 months for minimum 20 hours per week. If more than 20 hours per week, then financial contribution will be given at a competitive salary.

LANGUAGE REQUIREMENTS¹				
Language	Listening	Reading	Writing	Speaking

¹ Required language skills are rated from 1 to 3:

- 1 - basic level
- 2 - intermediate level
- 3 - proficient level

English	3	3	3	3
German	3	3	3	3
French	3			
Italian				
Spanish				
Other				

ICT REQUIREMENTS	
requirement	Expertise level²
Word	Proficient level
PowerPoint	Proficient level

OTHER REQUIREMENTS	
Driver's license	N/A
Other	Applications to be submitted with the CV and cover letter via email on jobs@academia.si .

² ICT skills are rated with 3 levels of expertise:

- Basic level
- Intermediate level
- Proficient level

Company	institutions in Slovenia offering programs for adults.
Other	

PLACEMENT INFORMATION	
Department / Function	IT Department intern
Description of activities	We are looking for highly motivated individual to join our dynamic team who would be responsible for: - running day-to-day IT operational activities - managing our CRM database - managing our website through user-friendly CMS interface (including design) - managing our e-newsletter service (including design) - managing our study platform - Moodle
Duration	6 months
Working hours / Weekly hours	4 per day; 20 per week
City	Maribor
Help with finding Accommodation	Yes
Financial Contribution	No
Other	minimum 6 months up to 12 months. Minimum 20 hours per week. If more, competitive salary will be offered as financial contribution / compensation.

LANGUAGE REQUIREMENTS¹				
Language	Listening	Reading	Writing	Speaking
English				
German				

¹ Required language skills are rated from 1 to 3:

- 1 - basic level
- 2 - intermediate level
- 3 - proficient level

French				
Italian				
Spanish				
Other	3	3	3	

ICT REQUIREMENTS	
requirement	Expertise level²
HTML	Proficient level
CSS	Proficient level
C++	Proficient level
Local networks	Proficient level
MySQL	Intermediate level
E-newsletter	Proficient level
CMS	Proficient level

OTHER REQUIREMENTS	
Driver's license	N/A
Other	

² ICT skills are rated with 3 levels of expertise:

- Basic level
- Intermediate level
- Proficient level