

ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	Technical University of Liberec, Faculty of Economics
Address incl. post code	Studentská 1402/2 461 17 Liberec 1, Czech Republic
Telephone	+420 485352418
E-mail	marie.hlavata@tul.cz, katerina.marsikova@tul.cz
Website	www.ef.tul.cz
Number of employees	80
Short description of the company	Faculty of Economics educates students of bachelor, master and doctoral degree in several economic programs both in Czech and English language, participates on the research in different economic fields, cooperates with companies in the region.
Other	

CONTACT DETAILS	
Contact person for this placement	Ing. Kateřina Maršíková, Ph.D.
Department and designation / job title	Department of Business Administration/ assistant professor, career advisor for students
Direct telephone number	+420 48 535 2344
E-mail address	katerina.marsikova@tul.cz

PLACEMENT INFORMATION	
Department / Function	Department of Business Administration/ Assistant in research and administrative activities
Description of activities	Participating on international research projects (English), cooperation on international research and support of teaching activities in English (Business Administration, HR management, European Integration), preparing of reports, research and data collection, searching for international information sources, screening of European legislation, possibility to join selected courses in English (optional).
Location	Liberec/Czech Republic
Duration	October 2015 – January 2016 or later (deadline for applications 1 st September 2015)
Working hours per week	40 hours/ week (partially home office possibility)
Accommodation	University hall of residence (student accommodation)
Details of financial and “in kind” support to be provided	Based on rules of home institution
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	English necessary – level B2 or higher, German is an advantage, knowledge, flexibility, communication skills,
Computer skills and level of skills required	MS Office (Word, Excel, PowerPoint) , statistical software is an advantage
Drivers license	Not required
Other	

INFORMATION PROVIDED BY	
Name	Kateřina Marřiková
Department / Function	Department of Business Administration/ assistant professor, career advisor
E-mail address	katerina.marsikova@tul.cz
Phone number(s)	+420 48 535 2344
Date	14.7.2015