



Lifelong Learning Programme



Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Edinburgh College (Sighthill Campus)
Address inc post code	Bankhead Avenue, Edinburgh, EH11 4DE
Telephone	00 44 (0) 131 535 4778
Fax	00 44 (0) 131 535 4666
E-mail	erasmus@edinburghcollege.ac.uk
Website	www.edinburghcollege.ac.uk/international
Number of employees	1,200
Short description of the company	Edinburgh College is a Further Education College based in the City of Edinburgh. The Sighthill Campus is located in the west of the city.
CONTACT DETAILS	
Contact person for this placement	Sarah Gore
Department and designation / job title	International International Development Executive
Direct telephone number	00 44 (0) 131 535 4778
E-mail address	erasmus@edinburghcollege.ac.uk
Application Procedure	
Who to apply to (including contact details)	Please email a European CV (http://europass.cedefop.europa.eu/en/documents/curriculum-vitae) and personal statement to Sarah at erasmus@edinburghcollege.ac.uk before the deadline.
Deadline for applications	Sunday 12 th May
Application process	Applicants will be informed of the outcome by Friday 17 th May
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	International Office
Description of activities	<p>It will be a varied and interesting position for one successful candidate – assisting with the clerical and customer service requirements of the International Team over the summer months.</p> <p>Each year the College attracts students from all over the world to join our year-round courses and our English Language Summer School. The successful candidate will support the International Team and the Summer School Course Director during our busy summer period.</p> <p>Administrative tasks will include preparing letters and invoices, maintaining student databases, preparing class lists, processing student enrolments, and preparing information documents.</p> <p>Customer service tasks will include welcoming students, leading campus tours and social programme activities, invigilating language tests, and answering telephone and email enquiries.</p> <p><u>Essential Criteria:</u></p> <ul style="list-style-type: none"> - Proficient user for Writing, Understanding and Speaking English - Previous administration experience - Proficient user of all Microsoft packages, in particular, Outlook, Excel, Word and Access - Must possess an excellent level of accuracy and attention to detail <p><u>Desirable Criteria:</u></p> <ul style="list-style-type: none"> - Independent/ proficient user of another language including native tongue and English - Experience of working within an International office environment - Experience of working within a customer service environment
Location	Edinburgh College (Sighthill Campus), Bankhead Avenue
Start Date	17 th June
Duration	3 months
Working hours per week	Flexible: ca. 20 hours per week
Accommodation (please	<input type="checkbox"/> Accommodation will be provided

select)	<input checked="" type="checkbox"/> We can assist with finding accommodation <input type="checkbox"/> Student to make own arrangements
Details of financial and "in kind" support to be provided	No financial support will be provided
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Proficient user for Writing, Understanding and Speaking English
Computer skills and level of skills required	Proficient user of all Microsoft packages, in particular, Outlook, Excel, Word and Access
Drivers license	no
Other	See above

INFORMATION PROVIDED BY

Name	Sarah Gore
Department / Function	International
E-mail address	erasmus@edinburghcollege.ac.uk
Phone number(s)	0131 535 4778
Date	April 12 th 2013

Please return this form by email to erasmus@britishcouncil.org