

SG STEP PROGRAMME

Santander Group Erasmus Training Exchange Programme at International Offices

OFFER FORM

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|---|----------------|
| University | Country |
| Adam Mickiewicz University in Poznan (AMU) | Poland |
| Department International Office | |
| Contact Person Joanna Janas | |
| Position Educational Advisor and Liaison Officer in SGroup | |
| E-mail joannaj@amu.edu.pl | |
| Position offered Internship at international office | |
| Period of study (dates) 18.10.2016 – 15.11.2016 | |
| Brief description of the tasks to be carried out The internship programme is normally on a full-time basis. Interns are expected to work five full days a week under the supervision of an experienced staff member The intern will provide administrative support for the other members of the International Office. The intern will also support the activities of welcoming international and exchange students and scholars, providing information on visa procedures, residence permits, healthcare, university services etc. | |
| Main responsibilities and duties <ol style="list-style-type: none">1) Answering routine enquiries regarding international matters and procedures; from students, academics, and senior management by email, telephone and in person2) Deal with incoming and outgoing students3) Assisting with the organization of orientation session for a group of Russian students who take part in the course of English language at AMU.4) Photocopying and scanning of documents. Ensuring databases are kept up to | |

