



Erasmus+

## Erasmus+ Student Traineeship

EMPLOYER INFORMATION	
Name of organisation	BANKU AUGSTSKOLA / BA SCHOOL OF BUSINESS AND FINANCE  International Office
Address inc post code	K.Valdemara iela 161, Riga LV- 1013
Telephone	+ 371 67709278
Fax	N/A
E-mail	international@ba.lv
Website	<a href="http://www.ba.lv">www.ba.lv</a>
Number of employees	100
Short description of the company	BA School of Business and Finance is one of the leading business schools in Latvia. It was founded in 1992 as Banking College under the Bank of Latvia. In 1997 it was accredited as a Higher Educational Institution, today known as BA School of Business and Finance, currently offering studies to over 1600 future bankers, financial specialists and entrepreneurs.
CONTACT DETAILS	
Contact person for this traineeship	Mrs Aiga Anitena, Mg. Sc. soc.
Department and designation / job title	Project Manager for Mobility Issues
Direct telephone number	+371 67709278
E-mail address	<a href="mailto:aiga.anitena@ba.lv">aiga.anitena@ba.lv</a>
Application Procedure	
Who to apply to (including contact details)	<b>Mr Charalambous Pittas</b> , e-mail: <a href="mailto:international@ba.lv">international@ba.lv</a>
Deadline for applications	<b>December 15, 2016</b>
Application process	Please send your CV along with a Motivation letter by email
Other	

<b>PLACEMENT INFORMATION</b>	
Department / Function	Assistant for Project Managers in the INTERNATIONAL OFFICE
Description of activities	<p>The main duties of this role include assisting the work of our Project Managers for International Student Recruitment, as well as Erasmus + coordinators. The potential intern would assist in with marketing related tasks within international student recruitment for fulltime studies, as well as with organisation and administration of student exchange within the Erasmus+ program for incoming and outgoing students.</p> <p>This is a great opportunity for any students who are interested in gaining some international work experience in a very friendly and open office environment.</p>
Location	BA School of Business and Finance, International Office, K.Valdemara iela 161, Riga LV- 1013
Start Date	January 2, 2017
Duration	3-6 months
Working hours per week	35 hrs
Accommodation (please select)	<input checked="" type="checkbox"/> Accommodation will be provided <input 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	Accommodation possibility at the Student Hostel on campus, approximate price per month 70.00 – 100.00 EUR
Other	The candidates have the opportunity to attend Latvian, Business English and other courses along with the incoming Erasmus+ students

<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	Proficient in English with good written ability
Computer skills and level of skills required	MS Office, Excel, Power Point and Outlook
Drivers license	Not necessary
Other	

**INFORMATION PROVIDED BY**

Name	Mr Charalambous Pittas
Department / Function	Assistant Project Manager of International Relations, <i>BA</i> School of Business and Finance
E-mail address	international@ba.lv
Phone number(s)	+371 67709278
Date	02.12.2016