

ERASMUS STUDENT PLACEMENTS

THE HELLENIC CULTURE CENTRE ATHENS & SANTORINI ISLAND, GREECE

WHO/ WHERE:

A. The **Hellenic Culture Centre** www.hcc.edu.gr , founded in 1995, is one of the first non formal education institutions that offered Greek as a foreign/second language courses. It has an expertise in Language Teacher Training programmes. The aims of the institution are to promote language learning and language teaching and to contribute to adult education and intercultural education methodology. Has been involved in different national and EU projects on intercultural education, teacher training, cultural exchanges, e-learning.

The Hellenic Culture Centre offers four internship posts for Erasmus students, for its offices in Athens and Santorini island, Greece:

1. Marketing coordinator

To coordinate and implement a Marketing programme for new students recruitment, especially through the Internet, to work on the website, to upload materials and create newsletters, to translate texts into her/ his mother tongue

2. EU funding assistant

To assist in developing proposals for EU funded projects under the Life Long Learning Programme, and to assist in implement projects that are on the way (monitor printing and production of materials, monitor on time implementation of events, monitor on time delivery of products/ deliverables, monitor expenses according to budget), to evaluate proposals and provide feedback.

3. E-learning expert

To develop the e-learning platform of HCC. To coordinate the social networks of HCC. To create didactic materials for e-learning. To work on e-learning projects and develop new projects

4. Cultural Officer

To develop a cultural programme in Athens & in Santorini complementary to the language programme, to develop training materials for cultural presentations (in English), to accompany students to cultural visits. To welcome students and project partners from Europe and organise their stay. To update the Social Media of the organisation with cultural information.

WHEN: Internships **may** start anytime during the year for 3, 6 or 12 months. BUT the office in Athens operates Jan- July and September – December (closed during August) while the office in Santorini operates June – September (closed October-May).

QUALIFICATIONS:

English, level at least C1 (main working language) and **very good ICT skills** as well as **a driving license** are necessary. Knowledge of **Greek language** would be an asset Students from Cyprus or with Greek origin will be most welcome.

OFFER: The company supervisor will provide **guidance and support** to students for accommodation search and will sign a contract that outlines mutual responsibilities. All students will be updated about the current EU funded programmes on education.

There will be **NO Reimbursement** for students' services, but they can benefit from other offers. **Training opportunities:** 50% discount on any Greek language programme. Attention: students have to have their own health insurance (private or from their University) before coming to Greece. **No Accommodation** is provided, but students will be supported to find accommodation on their own, probably in an apartment with other Erasmus students.

PROCEDURE: **Applications** together with a CV and covering letter should be sent to Ms. Ifigenia Georgiadou, Director of the organization, directly (e-mail: ifigenia@hcc.edu.gr).

Deadline for applications: there is not a deadline; students have to say when they want to come and when they have to apply for an Erasmus grant to their Universities. All students who have made an application will be notified and sent feedback. **Phone/Skype interviews** with selected candidates will be conducted too. Students have to send their Skype name and hours that they want to be contacted.

Living in Greece -Price range

Accommodation in Athens & Santorini: 300-600 euro/ month for a studio, depending on the facilities it offers. For two or three room furnished apartment the cost varies from 500- 900 euro. There is also a possibility to find a hosting family or a furnished apartment which students can share. **A room in a students' house may cost 200-320 euro/ month, all included.**

Meals: 15-20 euro

Bus- Metro-Tram Tickets: 1,40 euro or : 30 euro/ month (monthly paid)

The HCC- Athens is located in **Derigny 18** st, near Victoria Metro station and the Archaeological Museum, in the centre of Athens (see map on the website). Neighbouring areas: Kypseli, Gyzi, Pedion Areos, Exarhia, Kolonaki, Patisia. The HCC –Santorini is located in Megalochori village, 9 km from Fira.

For more information:

Ifigenia Georgiadou

Director

e-mail: ifigenia@hcc.edu.gr

Hellenic Culture Centre

www.hcc.edu.gr