

# We are looking for new employees!

**Academic Mobility Office** of the National Technical University of Ukraine “KPI” is seeking an enthusiastic, hard-working and highly-organized **Student Exchange Manager** and **Erasmus + program Assistant** to develop a range of activities to engage our students into the exchange world and facilitate international relations.

The Academic Mobility Office is responsible for the coordination of outgoing students, academic and administrative staff



mobility (staff only within Erasmus + projects). We provide consultation and advising services, manage the promotion of the international mobility programs, and we maintain working relationships with student and professional organizations. The Office participates in various international projects including the highly popular Erasmus Mundus and Erasmus+ programs.

**We are looking for:**

**Student Exchange Manager (full time position, 40 hours/week).**

Main responsibilities:

- full coordination and administration of the institutional international mobility programs before, during and after the mobility (keeping in touch with the applicants);
- organization of the promotional and information events for students (marketing activities, website and social media management);
- personal advising services to the students (consulting students regarding outgoing programs (bilateral and double degree programs); preparation documents for exchange period);
- act as a first point of contact for outgoing students before, during and after mobility;
- management of the Mobility administrative system;
- management of certain scholarship programs (exchange and double degree ones for outgoing students);
- organization and updating the institutional mobility/exchange agreements and database of partner institutions;
- preparation annual reports;
- communication with partner institutions;
- administration of students` applications for internal pre-selection;
- coordination student mobility within institutional bilateral agreements (responsible for the full application process of outgoing students).

Main requirements:

- a person with higher education diploma (specialist/master degree);
  - English language proficiency (international recognized certificates are welcome);
  - organizational and communicational skills (ability to work in team; time and deadline management; analytical competence; skills to build up strong relations with colleagues; ability to interact with students etc.);
  - computer proficiency (Word, Excel, Power Point, Adobe Acrobat, Web surfing skills etc.).
- Experience in the related area/position is very much welcome.



### **Erasmus + program Assistant (part time position, 20 hours/week)**

#### Main responsibilities:

- assistance with institutional coordination, preparation and administration of the Erasmus+ program.
- organization of the promotional and information events for students (within Erasmus Mundus and Erasmus + projects);
- personal advising services (consulting students within Erasmus Mundus and Erasmus + projects);
- managing and uploading information on social media and Academic mobility office website;
- administration of students` Learning agreements/Scholarship Agreements etc.;
- preparation annual reports;
- communication with partner institutions.

#### Main requirements:

- a person with higher education diploma (specialist/master degree; preferable PhD student);
  - English language proficiency (international recognized certificates are welcome);
  - organizational and communicational skills (ability to work in team; time and deadline management; analytical competence; skills to build up strong relations with colleagues; ability to interact with students etc.);
  - computer proficiency (Word, Excel, Power Point, Adobe Acrobat, Web surfing skills etc.).
- Experience in the related area/position is very much welcome.

CV and a short cover letter should be sent to e-mail: [vam@kpi.ua](mailto:vam@kpi.ua) (please indicate the subject "Job position of Student Exchange Manager/ Erasmus + program Assistant") no later than **6 of May,2015**.

Only those who meet the minimum requirements will be invited for the interviews!