Placement Offer Form

CMEPIUS, Ob železnici 30 a, 1000 Ljubljana, Slovenia
E mail: erasmusplus-ka1@cmepius.si

EMPLOYER INFORMATION	
Name of organization	Academia Ltd
Address	Glavni trg 17b
Postal Code	2000
City	Maribor
Country	Slovenia
Telephone	+386 2 228 35 35
Fax	+386 2 228 35 35+386 2 228 35 35
E-mail	info@academia.si
Website	www.academia.si
Number of employees	5-10
Year of foundation	1994
Contact person	Ms Mateja VLASAK
Department / Function	
Direct telephone number	+386 2 228 35 35
Direct mobile	
Direct e-mail address	mateja.vlasak@academia.si
Short Description of the	Academia is one of the leading private educational

Company	**institutions in Slovenia offering programs for adults.**
Other	

PLACEMENT INFORMATION	
Department / Function	**IT Department intern**
Description of activities	**We are looking for highly motivated individual to join our dynamic team who would be responsible for: - running day-to-day IT operational activities - managing our CRM database - managing our website through user-friendly CMS interface (including design) - managing our e-newsletter service (including design) - managing our study platform - Moodle**
Duration	**6 months**
Working hours / Weekly hours	**4 per day; 20 per week**
City	**Maribor**
Help with finding Accommodation	**Yes**
Financial Contribution	**No**
Other	**minimum 6 months up to 12 months. Minimum 20 hours per week. If more, competitive salary will be offered as financial contribution / compensation.**

LANGUAGE REQUIREMENTS[1]				
Language	Listening	Reading	Writing	Speaking
English				
German				

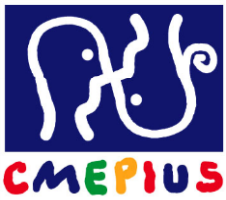
[1] Required language skills are rated from 1 to 3:
1 - basic level
2 - intermediate level
3 - proficient level

French				
Italian				
Spanish				
Other	3	3	3	

ICT REQUIREMENTS	
requirement	**Expertise level[2]**
HTML	**Proficient level**
CSS	**Proficient level**
C++	**Proficient level**
Local networks	**Proficient level**
MySQL	**Intermediate level**
E-newsletter	**Proficient level**
CMS	**Proficient level**

OTHER REQIUREMENTS	
Driver's license	**N/A**
Other	

[2] ICT skills are rated with 3 levels of expertise:
- Basic level
- Intermediate level
- Proficient level



CMEPIUS
Center RS za mobilnost in evropske programe izobraževanja in usposabljanja

Program Vseživljenjsko učenje

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