

## SANTANDER GROUP ERASMUS PROGRAMME FOR THE ADMINISTRATIVE STAFF- 3<sup>rd</sup> CALL FOR APPLICANTS

Offer n°	Institution	Position	Department	Contact	Description of activities	Language/s	Duration and proposed dates	Host Is contribution
1	Universidad de Valladolid (Spain)	Coordinator of the Extension and Culture Area	Extension and Culture Area	<b>Amelia Aguado Alvarez</b> Coordinator of the extension and culture area Extension and Culture Area <a href="mailto:Amelia.aguado@uva.es">Amelia.aguado@uva.es</a> +34 983 187816 <a href="http://www.uva.es">www.uva.es</a>	Organisation of the Cultural Events in the University of Valladolid, from the choice to the evaluation of them. You can know more in <a href="http://www.extensionycultura.uva.es">www.extensionycultura.uva.es</a>	English and French	1 week	None
2	University of Valladolid (Spain)	Technicians of social programs	Office of Social Affaires	<b>César Vega García</b> <b>Rafael de la Puente Llorente</b> technicians of social programs Office of Social Affaires <a href="mailto:asuntos.sociales@uva.es">asuntos.sociales@uva.es</a> +34 983 42 36 82 +34 983 42 39 77	1. Attend to the social and economic emergency situations across the social existing resources. 2. Information on housings for students. 3. Overcoming any obstacles which may limit access to University for students with disabilities. 4. Solidarity and intergenerational homeshare in collaboration with other institutions across agreements or other modalities. 5. Development of measures for the equality of opportunities between women and men in the University.	English and Spanish	1 week. 8th to 19 th Sept 2008	None
3	Malmö University (Sweden)	Financial Director	Dept of Finance	<b>Carl Henrik Bonde</b> Inernational Relations Officer <a href="mailto:carl-henrik.bonde@mah.se">carl-henrik.bonde@mah.se</a> +46406657281 +46406657027	Financial accounting Financial controlling Administration of financial systems Procurement	English	1 week. April - May or Sept - December	None
4	Malmö University (Sweden)	Head of Division of Buildings and Services	Division of Buildings and Services	<b>Birgitta Wickman</b> Head of Division of Buildings and Services <a href="mailto:Birgitta.Wickman@mah.se">Birgitta.Wickman@mah.se</a> +46406657044 <a href="http://www.mah.se/english">www.mah.se/english</a>	Exchange of experience regarding: responsibility for providing an excellent work environment through the efficient allocation of appropriate premises. Specialist knowledge about building projects, rental, service, restaurants, security and sustainability. Procedure of planning and negotiating new construction, reconstruction and additions to University premises.	English. For environmental issues: Polish	1 week	None
5	University of Cantabria (Spain)	Head of COIE (Centre for Information and Orientation for Employment)	COIE	<b>Roberto Revuelta</b> Head of COIE COIE <a href="mailto:Roberto.revuelta@gestion.unican.es">Roberto.revuelta@gestion.unican.es</a> +34 942 20 14 14 +34 942 20 10 78 <a href="http://www.unican.es">http:// www.unican.es</a>	Active participation in the different activities developed at the COIE (Employment and internship managing, working orientation, firm starting and Continous Education)	English	1 week. To be negotiated	Accommod. Costs

6	<b>University of Warmia and Mazury in Olsztyn (Poland)</b>	Specialist/ University Erasmus Coordinator	Office for International Co-operation	<p><b>Ewa Barcz, M.Sc.</b> Specialist/ University Erasmus Coordinator Office for International Co-operation ewa.barcz@uwm.edu.pl +48 89/ 523 39 26 +48 89/524 04 94 www.uwm.edu.pl</p>	<p>Exchange of Good Practices concerning International Co-operation Activities. The main fields of activity are:</p> <ul style="list-style-type: none"> <li>- Coordination of International Mobility Programmes such as Lifelong Learning Programme: Erasmus, Leonardo da Vinci</li> <li>- Management of bilateral agreements under LLP Programme</li> <li>- Implementation of good practices regarding outgoing students/academic staff</li> <li>- Updating of university website: information for Erasmus outgoing students/ academic staff</li> <li>- Organisation of Info Days for outgoing students (co-operation with Erasmus Student Network)</li> <li>- Promotion of home university abroad</li> </ul>	English, Polish	1 week November	None
7	<b>Université Joseph Fourier – Grenoble 1 (France)</b>	Head of International Office	International Office	<p><b>Mrs Brigitte SENS-SALIS</b> Head of International Office International Office relations.internationales@ujf-grenoble.fr 33 4 76 51 45 13 33 4 76 51 42 52 http://www.ujf-grenoble.fr/36392593/0/fiche___pa_gelibre_accueil/</p>	<p>To provide an overall view of the incoming students procedures and organization Incoming students' programmes Presentation of general administrative procedures for incoming exchange students at UJF Meeting with IntEGre and EVE: student associations dedicated to help international students adapt in their new environment. Incoming students' programmes and workshops with "Grenoble Universités" partners Guided tour of the campus facilities and laboratories Visits of Grenoble. Final discussions and evaluation</p>	French / English / Italian	5 days November / December	Help to find an accommodation Provide arrangements for transportation and lunch
8	<b>Université Joseph Fourier – Grenoble 1 (France)</b>	Head of International Office	International Office	<p><b>Mrs Brigitte SENS-SALIS</b> Head of International Office International Office relations.internationales@ujf-grenoble.fr 33 4 76 51 45 13 33 4 76 51 42 52 http://www.ujf-grenoble.fr/36392593/0/fiche___pa_gelibre_accueil/</p>	<p>Give insights in local tutorship for exchange students University Joseph Fourier ICT projects Exchanges about tutorship for students Incoming students' programmes and workshops with "Grenoble Universités" partners. Exchange about ICT in Higher Education (Information and Communication Technology) Guided tour of the campus facilities and laboratories. Visits of Grenoble. Final discussions and evaluation.</p>	French / English	5 days November / December	Help to find an accommodation Provide arrangements for transportation and lunch
9	<b>University of Porto (Portugal)</b>	IT manager	IT-Faculty of Sport	<p><a href="http://www.fade.up.pt">www.fade.up.pt</a> <b>André David</b> IT Manager <a href="mailto:Andredav@fade.up.pt">Andredav@fade.up.pt</a> +35 122 507 4712</p>	<p>Integration in the IT team Exchange of procedures in the office Discussions and analysis of IT services implementation, such as wireless networking, SPAM filtering, virtualization, etc.</p>	English and Portuguese	1 week. To be agreed	lunch at the University cafeteria during the period of stay.

10	University of Bayreuth (Germany)	Coord. & Study Abroad Adviser	Academic International Office	<a href="http://www.uni-bayreuth.de">www.uni-bayreuth.de</a> <b>Ms. Fakhra Heinrich</b> Coord.: & Study Abroad Adviser Academic International Office <a href="mailto:Fakhra.heinrich@uvw.uni-bayreuth.de">Fakhra.heinrich@uvw.uni-bayreuth.de</a> +49 921 555244 +49 921 555248	Integration in the International Office team and participation in its activities: - outgoing procedures for student mobility - Incoming mobility procedures - Bilateral Agreements under the LLP/Erasmus international university Network - Bilateral Agreements with Asia link, Hispano America, USA, Bigsas - Monitoring for international students - Free-Mover - Exchange of experience regarding student placement	English/German	1 week. June/July 2009	None
11	University of Murcia (Spain)	Head of Development Service	Development department /ITC Area Edif. ATICA Espinardo Campus University of Murcia	<a href="http://www.um.es">www.um.es</a> <b>Rosana Sánchez Martínez</b> Head of Development Service Development department /ITC Area <a href="mailto:rosana@um.es">rosana@um.es</a> + 34 968367314 + 34 968398337	The Development Department achieves the design, development and maintenance of the Management Information Systems in our University.  The activity will consist in a tour around the different development groups in order to know our work's methods to implement management applications. Moreover, we will share our experience and explain our projects about the university management applications, focusing on the projects of special interest for the visitor.	English- Spanish	1 or 2 weeks From January to May	None
12	University of Cyprus (Cyprus)	Head of the Communication Office	Promotion and Development Division	<a href="http://www.ucy.ac.cy">www.ucy.ac.cy</a> <b>Mrs Katerina Nikolaidou Pietroni</b> Head of the Communication Office Promotion and Development Division <a href="mailto:katerina@ucy.ac.cy">katerina@ucy.ac.cy</a> T: 00357-22-894367 F: 00357-22-894477	Internal and external communication, media relations, organisation of certain events and publications.	Greek, English, French	1 week. Preferably June-July 2009	None
13	University of Cyprus (Cyprus)	Senior University Officer	International Relations Sector	<a href="http://www.ucy.ac.cy">www.ucy.ac.cy</a> <b>Mrs Elena Avgoustidou Kyriacou</b> Senior University Officer International Relations Sector <a href="mailto:avgoustidou.elena@ucy.ac.cy">avgoustidou.elena@ucy.ac.cy</a> T: 00357-22-894295 F: 00357-22-894472	Familiarize with activities of the International Relations Sector, infrastructure, scope/targets, procedures etc., Life Long Learning Programme ERASMUS, cooperation with Financial Services, School of Greek Language, Studies and Student Welfare Service, Departments, UCY authorities Bilateral Agreements of Cooperation, Associations, Networks	English, Greek	1 week. All months except August and September	None
14	University of Cyprus (Cyprus)	Head of the Library's Education Department	Library	<a href="http://www.ucy.ac.cy">www.ucy.ac.cy</a> <b>Mr Evgenios Ioannides</b> Head of the Library's Education Department Library <a href="mailto:evgenios.ioannides@ucy.ac.cy">evgenios.ioannides@ucy.ac.cy</a> T: 00357-22-892031 F: 00357-22-750508	Introduction to the Library's Departments. Hands-on experience within the Library concerning the library's management, loans department, journals and e-journals management, books and archive material digitization, students' education program, etc. according to the visitor's requested needs.	English, Greek	1 week. January-July 2009, or October-December 2009	None

15	Adam Mickiewicz University, Poznan (Poland)	Erasmus Officer	International Office	<a href="http://www.amu.edu.pl">www.amu.edu.pl</a> <b>Mrs Anna Bilon</b> Erasmus Officer International Office bilon@amu.edu.pl T: 0048-61-8294430 F: 0048-61-8294431	Becoming familiar with the activities of the International Office: ERASMUS bilateral agreements; training/placement schemes; Leonardo da Vinci; incoming mobility procedures; visits to the offices; translation assistance for international studies; exchange of information on available programmes for researchers.	English, German, Spanish	1 week. First half of May, or July.	None
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