

Προς: Ακαδημαϊκούς Υπευθύνους Erasmus

Γραμματείες Τμημάτων

Κοιν.: Πρόεδρο ΔΕ

Αντιπρόεδρο ΔΕ

Γραμματέα ΑΣΠΑΙΤΕ

Αριθ. Πρωτ.: ΕΡ/2473/19.09.13

Θέμα: Θέσεις Πρακτικής Άσκησης Erasmus, Πολωνία, Ισπανία, Αγγλία

Επισυνάπτονται οι σχετικές ανακοινώσεις, οι οποίες διαβιβάστηκαν στην ΑΣΠΑΙΤΕ μέσω ΙΚΥ/ΕΜ.

Μαρία Καντωνίδου

Ιδρυματική Υπεύθυνη Erasmus

# Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	BOC Information Technologies Consulting Sp. z o.o.
Address	Al. Jerozolimskie 109/26
Postal Code	02-011
City	Warsaw
Country	Poland
Telephone	+48 22 628 00 15
Fax	+48 22 621 66 88
E-mail	<a href="mailto:boc@voc-pl.com">voc@voc-pl.com</a>
Website	<a href="http://www.voc-group.com">www.voc-group.com</a>
Size of enterprise [nr of employees]: small ( $\leq 50$ ), medium (51-250), large ( $> 250$ )	Small
Year of foundation	2003
Short Description of the Company	<p>The BOC Group is a technological leader in IT-based management tools and offers consulting services in the areas of Strategy and Performance Management, Business Process Management, and IT Management. We operate internationally with our company headquarters based in Vienna and with several offices in Germany, Greece, Ireland, Austria, Poland, Spain, and Switzerland.</p> <p>The products of our BOC Management Office, especially the Business Process Management Toolkit ADONIS and the IT Architecture and Service Management Toolkit ADOit, are used worldwide both in big corporations and small and medium-sized enterprises.</p>
Other	

CONTACT PERSON DETAILS	
Name	Magdalena Ziólkowska
Department / Function	Office Manager

Direct telephone number	+48 22 628 00 15
Direct mobile	
Direct e-mail address	magdalena.krzyszton@boc-pl.com

## PLACEMENT INFORMATION

Department / Function	Core development/Web application development
Description of activities	<ul style="list-style-type: none"> <li>- Active participation in development of web application supporting business process management</li> <li>- Development and maintenance of automated tests</li> <li>- Development and maintenance of Continuous Integration Process (Jenkins)</li> </ul>
Duration	3-12 months
Working hours / Weekly working hours	9:00 – 17:00 / preferred 40h per week but can be less
City	Warsaw
Help with finding accommodation	
Financial contribution	
Other	

## REQUIREMENTS

Oral and written language skills	English – good
Field of study	Information Technologies, Computer Science, Software Engineering
Computer skills	Knowledge of selected technologies: <ul style="list-style-type: none"> <li>• Programming languages: JAVA, JavaScript</li> <li>• Continuous Integration concepts (knowledge of Jenkins appreciated but not mandatory)</li> <li>• Eclipse</li> <li>• Ant</li> </ul>
Other	

## Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Intellect
Address inc post code	Russell Square House, 10-12 Russell Square, London, WC1B 5EE
Telephone	020 7331 2165
Fax	020 7331 2000
E-mail	<a href="mailto:laura.simpson@intellectuk.org">laura.simpson@intellectuk.org</a>
Website	<a href="http://www.intellectuk.org">www.intellectuk.org</a>
Number of employees	60
Short description of the company	Intellect is the leading trade association for the technology sector which comprises the Information and Communications Technologies, Electronics Manufacturing and Design, and Consumer Electronics (CE) sectors, including defence and space-related IT.
CONTACT DETAILS	
Contact person for this placement	Laura Simpson
Department and designation / job title	Event Department/Events Manager
Direct telephone number	020 7331 2165
E-mail address	<a href="mailto:laura.simpson@intellectuk.org">laura.simpson@intellectuk.org</a>
Application Procedure	
Who to apply to (including contact details)	Laura Simpson
Deadline for applications	30 September
Application process	Submit CV
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

<b>PLACEMENT INFORMATION</b>	
Department / Function	Events Team / Events Intern
Description of activities	<ul style="list-style-type: none"> <li>• Delegate management</li> <li>• On-site event support at Intellect Events,</li> <li>• Collating and managing the printing process of event materials</li> <li>• Competitor and company research</li> <li>• 1<sup>st</sup> draft proof reading</li> <li>• Twitter updates</li> <li>• Data entry</li> </ul>
Location	Russell Square, London
Start Date	7 October
Duration	3 – 6 months
Working hours per week	28
Accommodation (please select)	<input 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	We can cover travel expenses and will provide a lunch allowance
Other	

<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	Good written and spoken English
Computer skills and level of skills required	Good level of Excel, outlook, powerpoint and word. Experience with CRM systems would be an advantage
Drivers license	N/A

Other	
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<b>INFORMATION PROVIDED BY</b>	
Name	Laura Simpson
Department / Function	Events Team / Event Manager
E-mail address	<a href="mailto:laura.simpson@intellectuk.org">laura.simpson@intellectuk.org</a>
Phone number(s)	0207 331 2165
Date	11 September 2013

Please return this form by email to [erasmus@britishcouncil.org](mailto:erasmus@britishcouncil.org)

## INTERNSHIP DESCRIPTION

<b>Title:</b>	Events Intern
<b>Team:</b>	Events
<b>Reporting to:</b>	Event Director/Manager
<b>Duration:</b>	Minimum of six months
<b>No. Days Per week:</b>	Four
<b>No. Hours Per Week:</b>	28 (9 am – 5 pm)
<b>Remuneration:</b>	Travel paid for
<b>Start Date:</b>	ASAP 2013

### Background to the Role:

Intellect is the leading trade association for the technology sector which comprises the Information and Communications Technologies, Electronics Manufacturing and Design, and Consumer Electronics (CE) sectors, including defence and space-related IT.

We are currently seeking an events intern for a period of six months. The intern will support the events team in delivering a range of business focussed events to their members and delivering events under Intellects event management service.

This internship is focused on providing event administration support for the events team and the post-holder will need to have the following essential skills:

- Proficient with Microsoft Office
- Ability to communicate well over the phone and in person
- Accurate written communication and data entry
- Close attention to detail
- Good level of spoken and written English
- An awareness of social media
- Ability to learn quickly

### Key Responsibilities:

The types of tasks the jobholder will be expected to perform include:

- Delegate management
- On-site event support at Intellect Events,
- Collating and managing the printing process of event materials
- Competitor and company research
- 1<sup>st</sup> draft proof reading
- Twitter updates
- Data entry

Because this role is customer-facing, it is essential that communication with members is at all times accurate, appropriate and professional and that the job-holder presents an efficient and positive image of Intellect

### You need to:

- Be a student undertaking this internship as part of your higher or further education course OR

- Be a student or graduate who will complete this internship under one of the European life-long learning programmes (Erasmus or Leonardo da Vinci, Youth in Action or Comenius)
- Have excellent command of written and spoken English
- Ideally have a keen interest in social media and event management
- Ideally be studying a vocational degree course such as Communication, Business Studies or Marketing.

**What we can offer:**

As part of a busy team with a wide range of responsibilities, we offer the chance to learn lots of different skills and to build confidence when dealing with customers. We will give full on-the-job training and the job-holder will be able to take on more responsibilities at their own rate of learning. Through events and meetings, the job-holder will have the chance to build on their marketing and event skills, as well as the opportunity to develop or improve the following skills:

- Administration
- Event Management
- Project Management
- Time management
- Customer service
- Confidence
- Communication – written and verbal
- Marketing
- Research