



# Erasmus+

## Erasmus+ Student Traineeship

EMPLOYER INFORMATION	
Name of organisation	BANKU AUGSTSKOLA, BA SCHOOL OF BUSINESS AND FINANCE  International Office
Address inc post code	K.Valdemara iela 161, Riga LV- 1013
Telephone	+ 371 67709278
Fax	N/A
E-mail	international@ba.lv
Website	<a href="http://www.ba.lv">www.ba.lv</a>
Number of employees	150
Short description of the company	BA School of Business and Finance is one of the leading business schools in Latvia. It was founded in 1992 as Banking College under the Bank of Latvia. In 1997 it was accredited as Higher Educational Institution, today known as BA School of Business and Finance, currently offering studies to over 1400 future bankers, financial specialists and entrepreneurs.
CONTACT DETAILS	
Contact person for this traineeship	Aiga Anitena
Department and designation / job title	Project Manager for Mobility
Direct telephone number	+371 67709278
E-mail address	aiga.anitena@ba.lv
Application Procedure	
Who to apply to (including contact details)	Joseph Ducrocq, international@ba.lv
Deadline for applications	<b>30 November</b>
Application process	Please send your CV along with a Motivation letter by email
Other	

<b>PLACEMENT INFORMATION</b>	
Department / Function	Assistant for Project Manager in the INTERNATIONAL OFFICE
Description of activities	<p>The main duties of this role include assisting the work of our Erasmus + coordinators and Project managers. The potential intern would assist in the organisation and administration of student exchange within the Erasmus+ Program for incoming and outgoing students.</p> <p>Also some marketing related tasks within international student recruitment for fulltime studies.</p> <p>This is a great opportunity for any students who are interested in gaining some international work experience in a very friendly and open office environment.</p>
Location	BA School of Business and Finance, International Office, K.Valdemara iela 161, Riga LV- 1013
Start Date	4 <sup>th</sup> of January 2016
Duration	3-6 months
Working hours per week	35 hrs
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input checked="" 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	Accommodation possibility at the Student Hostel on campus, approximate price per month 70.00 – 100.00 EUR (shared rooms)
Other	The candidates have the opportunity to attend Latvian and Business English courses along with the incoming Erasmus+ students

<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	Proficient in English with good written ability
Computer skills and level of skills required	MS Office, Excel, Power Point and Outlook
Drivers license	Not necessary
Other	

**INFORMATION PROVIDED BY**

Name	Joseph Ducrocq
Department / Function	Assistant Project Manager of International Relations, BA School of Business and Finance
E-mail address	international@ba.lv
Phone number(s)	+371 67709278
Date	21.10.2015