

Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Centre for International English
Address inc post code	University of Glamorgan, Llantwit Road, Treforest, CF37 1DL.
Telephone	01443 654233
Fax	
E-mail	ieadmin@glam.ac.uk
Website	http://international.glam.ac.uk/centreforinternationalenglish/
Number of employees	6 full-time, 20 part-time
Short description of the company	The Centre for International English is a self-contained academic department within a large university. It delivers English language courses for international students as well as foundation programmes for pre-university students.
Other	Although the University of Glamorgan is home to students from all over the world, most of the students on the summer courses within the Centre for International English come from China and the Middle East.

CONTACT DETAILS	
Contact person for this placement	Helen Connies-Laing
Department and designation / job title	Head of Centre for International English
Direct telephone number	01443 654066
E-mail address	hconnies@glam.ac.uk

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

PLACEMENT INFORMATION	
Department / Function	Centre for International English Administrative Assistant
Description of activities	<p>The administrative assistant will help with the enrolment of international students on courses at our busiest time (early July to mid October). Core duties will include helping students to complete enrolment forms, photocopying documentation and escorting students to other university departments (eg Finance/Admissions) as required. Once students are enrolled, the postholder will help keep attendance records up to date and enter student marks onto a database. The postholder may also be required to generate standard letters for students, for which templates are provided (eg letters to open a bank account or statements of attendance).</p> <p>The postholder will also be required to help coordinate social activities for international students, such as trips to museums, UK cities and quiz nights. There will also be opportunities to accompany students on trips to cities such as London and Oxford.</p>
Location	University of Glamorgan, Treforest, near Cardiff, South Wales
Duration	3.5 months (1 July to 11 October)
Working hours per week	25 (this is an average – there will be quieter and busier times). Working hours will typically be between 9am and 4pm Monday to Friday, although a flexible approach is required, especially during the first two weeks of July.
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	We will provide 75 GB pounds per week to help with living expenses and the postholder will have access to the university library and IT resources.
Other	The Centre for International English will also subsidise the postholder’s travel between the main campus and Cardiff <u>or</u> membership of the sports centre on campus.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	<p>An excellent command of English is required (eg minimum CEFR C1 or IELTS 6.5).</p> <p>Knowledge of Mandarin and/or Arabic will also be useful though is not essential.</p>

Computer skills and level of skills required	A good working knowledge of Microsoft Office programmes is required, especially Word and Excel, as well as some experience with databases
Drivers license	Not required
Other	The most important attribute will be a high degree of flexibility, as well as enthusiasm and empathy for the difficulties encountered by international students in a new environment and culture. This position will suit a dynamic individual who is keen to learn about administrative processes at a large educational organization. It will also benefit someone who is interested in learning about new cultures and languages. As the university is located in the hills of South Wales, the position will particularly suit those interested in cycling, hiking and other outdoor activities.

INFORMATION PROVIDED BY	
Name	Helen Connies-Laing
Department / Function	Head of Centre for International English
E-mail address	hconnies@glam.ac.uk
Phone number(s)	01443 654066
Date	26 March 2013
Deadline for applications	Friday 24 May 2013

Please return this form by email to erasmus@britishcouncil.org