



Erasmus+



## Placement Offer Form

CMEPIUS, Ob železnici 30 a, 1000 Ljubljana, Slovenia

E mail: [erasmusplus-ka1@cmepius.si](mailto: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 49+386 2 228 35 49
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 education

Ob železnici 30a  
1000 Ljubljana, Slovenija  
Tel.: (01) 620 94 50  
Fax: (01) 620 94 51  
E-pošta: info@cmepius.si  
www.cmepius.si

<b>Company</b>	institutions in Slovenia offering various educational programs for adults.
<b>Other</b>	

<b>PLACEMENT INFORMATION</b>	
<b>Department / Function</b>	Career and language study advisory intern
<b>Description of activities</b>	We are looking for highly motivated individual to join our dynamic team who will be responsible for: - advising our students how to search for jobs in Austria - help develop them a professional CV that is recognized in Austria - CV clinic - help preparing them for a job interview in German - conduct personal tests, analyse results and advise them on their career orientation - conduct one-on-one sessions with students to practise English and German
<b>Duration</b>	6
<b>Working hours / Weekly hours</b>	20 per day; 40 per week
<b>City</b>	Maribor
<b>Help with finding Accommodation</b>	Yes
<b>Financial Contribution</b>	No
<b>Other</b>	minimum 6 months up to 12 months for minimum 20 hours per week. If more than 20 hours per week, then financial contribution will be given at a competitive salary.

<b>LANGUAGE REQUIREMENTS<sup>1</sup></b>				
Language	Listening	Reading	Writing	Speaking

<sup>1</sup> Required language skills are rated from 1 to 3:

- 1 - basic level
- 2 - intermediate level
- 3 - proficient level

English	3	3	3	3
German	3	3	3	3
French	3			
Italian				
Spanish				
Other				

<b>ICT REQUIREMENTS</b>	
<b>requirement</b>	<b>Expertise level<sup>2</sup></b>
<b>Word</b>	<b>Proficient level</b>
<b>PowerPoint</b>	<b>Proficient level</b>

<b>OTHER REQUIREMENTS</b>	
<b>Driver's license</b>	<b>N/A</b>
<b>Other</b>	<b>Applications to be submitted with the CV and cover letter via email on <a href="mailto:jobs@academia.si">jobs@academia.si</a> .</b>

<sup>2</sup> 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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