



ERASMUS+ PLACEMENT OFFER IN LATVIA

EMPLOYER INFORMATION		
Name of organization	RISEBA University	
Address	3 Meza Street	
Postal Code	LV-1048	
City	Riga	
Country	Latvia	
Telephone	+37167500265	
Fax	+37167500252	
E-mail	riseba@riseba.lv	
Website	www.riseba.lv	
Number of employees	70	
Year of foundation	1992	
Contact person	Ms Galina Zilgalve	
Department / Function	External Relations Department	
Direct telephone number	+37167500256	
Direct mobile	-//-	
Direct e-mail address	galina.zilgalve@riseba.lv	
Short Description of the Company	RISEBA is a university type private higher educational institution fully accredited by the Ministry of Education and Science of the Republic of Latvia.	
	Being one of the first private higher education institutions in Latvia, today RISEBA is among 10 largest higher education institutions in Latvia (both public and private) with 3000 students, including 200 international students, who attend 17 study programmes of different levels and directions, and more than 9000 alumni.	
	Over the last two decades RISEBA has gone through a substantial transformation from a small ambitious business school to the university that provides, in addition to business	

and management programmes, studies in communications,
audiovisual media arts and architecture, thus transforming the
institution into "the place where business meets arts".

PLACEMENT INFORMATION		
Department / Function	External Relations Division Assistant	
Description of activities	Daily assistance to External Relations Division's staff	
	Provide support for events organised by RISEBA External Relations Division, such as Orientation days, summer schools, etc.	
	Preparation of communication materials for mass media and Social Media	
	Work with the university home page	
	Customer Service: communication with international students (ongoing communication on student and study related issues)	
	Conducting desk research (gathering and analysing information, available in print and published on the internet)	
	Cooperation with other RISEBA structural units and staff, e.g. Student Council, Study Department, Programme Directors, etc.	
Duration	Min 3 months	
Working hours / Weekly hours	8h per day; 40 h per week	
City	Riga	
Help with finding Accommodation	Yes	
Financial Contribution	No	
Other	This is an unpaid position. ONLY candidates eligible for scholarships (Leonardo, Erasmus, etc) will be considered.	

REQUIREMENTS		
Oral and written language skills	English (level: C)	
	Knowledge of other EU languages welcome	
Computer skills	Good knowledge of Microsoft Office tools	
Other	Time management, communication skills (both written and spoken), pro-activity, accuracy, sense of responsibility and efficiency	

APPLICATION

Please send your CV and Motivation letter to galina.zilgalve@riseba.lv by 01 March 2015