



UNIVERSITY OF ECONOMICS - VARNA
 9002, Varna • 77 "Kniaz Boris I" Blvd. • Phone/Fax: (+359) 52 660 358

ERASMUS PLACEMENT OFFER

EMPLOYER INFORMATION	
Full legal name of the institution	University of Economics – Varna
Address	77 Kniaz Boris I Blvd. 9002 Varna, BULGARIA
Telephone	+359 52 660 358
Institution's web site	www.ue-varna.bg
E-mail	int_relations@ue-varna.bg ; ic_fac@ue-varna.bg
Contact person	Ms. Aneliya Georgieva
Web site	www.ue-varna.bg/en

PLACEMENT INFORMATION	
Department	International Relations Office
Description of activities	<ul style="list-style-type: none"> • To support the work related to the incoming and outgoing Erasmus students. • To keep relations with partner universities and search for new contacts. • To assist office staff • To organize projects on international relations • To maintain the web-site
Duration	February 2014/March 2014 – 30 th June 2014
Application deadline	15th February 2014
Working hours per week	30 – 35 hours
Competences, skills and experiences requirements	<ul style="list-style-type: none"> • Fluent in English both spoken and written. Other languages skills will be an asset. • Proficiency in Microsoft Office Tools • Experience as Erasmus student
Conditions of payment	Erasmus or other scholarship from home institution
What we can offer	<ul style="list-style-type: none"> • Assistance in finding accommodation • Being part of a young and motivated team • Bulgarian classes