



Swedish Council for  
Higher Education

# Erasmus

## Student Work Placement in Sweden

<b>EMPLOYER INFORMATION</b>	
Name of organization	Studentkåren, Malmö Högskola
Address incl. postal code	Kårhuset, Bassänkajen 8, 205 06 Malmö
Telephone	+ 46 40-665 75 65
Fax	
E-mail	Kansliet@karen.mah.se
Website	www.malmostudenter.se
Number of employees	10
Short description of the company	Studentkåren Malmö is a non-profit, politically and religiously independent organization whose main mission is to promote a pleasant student life at Malmö University.
<b>CONTACT DETAILS</b>	
Contact person for this placement	ASIF KHAN,
Department and designation / job title	Studentombud at Culture & Society and responsible for Internationalization.
Direct telephone number	+ 46 707-577567
E-mail address	asif.khan@karen.mah.se
<b>Application Procedure</b>	
Who to apply to (including. contact details)	Asif Khan asif.khan@karen.mah.se
Deadline for applications	17th February 2014

Application process	An application including support documents from the home university, proof of academic merits, job experience, and a motivation letter should be sent to Asif Khan on asif.khan@karen.mah.se  Skype interviews will take place after the deadline.  The process will be finished by 24th February 2014
Other	

Please provide as much information on the placement as possible.

<b>PLACEMENT INFORMATION</b>	
Department /Function	Culture & Society
Description of activities	<ul style="list-style-type: none"> <li>- Participating in the daily work of Studentkåren Malmö</li> <li>- Participating in strategic matters pertaining to internationalisation</li> <li>- Participating in the planning and execution of the union election</li> <li>- Translation of official documents into English</li> <li>- Facilitating contact with international students</li> <li>- Participating in our various social activities</li> <li>- Assisting in the administration and development of communication activities, social media and campaigns.</li> <li>- Assisting Ombud at Culture &amp; Society with documentation, archiving and other administrative support</li> </ul>
Location	Malmö, Sweden
Start Date	March 3rd, 2014
Duration *)	3 Months with possibility of extension
Working hours per week	35
Accommodation (please select)	We can assist with finding accommodation
Details of financial and "in kind" support to be provided	
Other	

<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	Applicants from different academic fields and backgrounds are welcome. The applicant has to have completed two years of successful studies at university level at the start of the placement. High English communication skills, verbal and in writing, are required. Previous job experience and Swedish language skills will be merited.
Computer skills and level of skills required	Good Knowledge of MS Office & Internet Blogging
Drivers license	
Other	

<b>INFORMATION PROVIDED BY</b>	
Name	Asif Khan
Department / Function	Culture & Society
E-mail address	Asif.khan@karen.mah.se
Phone number(s)	+46 707 577 567
Date	2014-02-05