

Erasmus+ Work Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	Open University of Cyprus
Address	33 Giannou Kranidioti Avenue, 2220 Latsia
Postal Code	2252
City	Nicosia
Country	Cyprus
Telephone	(+357) 22 411 659
Website	https://www.ouc.ac.cy/index.php/el/
Contact person(s)	Erato Ioanna Sarri
Contact e-mail(s)	erasmus@ouc.ac.cy
Year of foundation	2002
Short Description of the Company	Open University of Cyprus (OUC) is a public Higher Education Institution , operating under the effective control of the Ministry of Education and Culture of the Republic of Cyprus. OUC is the country's only University devoted entirely to open and distance higher education and lifelong learning. Open University of Cyprus offers interdisciplinary, career-oriented, academically rigorous and creatively stimulating Bachelor's, Master's and PhD degree programmes.

1 st PLACEMENT INFORMATION	
Department / Function	International Relations
Description of activities	<ul style="list-style-type: none"> • Administrative support for the European and international programmes of the Open University of Cyprus. • Administrative support to the OUC Mobility Office (key responsibilities include: providing information to students and staff of OUC and partner universities regarding Erasmus+ mobility actions, supporting the design of information material (both printed and online), drafting Erasmus+ bilateral agreements, etc.). • Administrative support to the Rectorate services (key responsi-

	<p>bilities include: preparation of presentations, letters and documents).</p> <ul style="list-style-type: none"> • Administrative support for issues related to the University's international collaborations (key responsibilities include: research potential partner universities, assist in drafting memorandum of collaboration and bilateral agreements etc.).
Start Date	Any time during 2025
Duration	3 - 6 months
Working hours / Weekly hours	7 hours per day / 5 days per week
City	Nicosia
Financial Contribution	None except the Erasmus+ funding students can secure through their Home University
What do we offer	N/A
Personal Liability Insurance	Not provided

PLACEMENT INFORMATION	
Department / Function	Communication
Description of activities	<ul style="list-style-type: none"> • Conceptualization, design and production of visual solutions for a wide variety of formats and dissemination outputs for Open University of Cyprus. These can include: banner design, flyers design, design of booklets, animated banners, banners for social media, infographics etc. • Interns will also perform a variety of tasks related to producing and publishing products, including editing, creating, and processing text and graphic products for web, and hardcopy dissemination. • Assisting in OUC's video production and editing (i.e. prepare videos for OUC YouTube Channel, editing videos of various lectures and events, etc.). • Administrative support for tasks related to the University's Communications Department (that can include duties, such as assist in organising press conferences, Erasmus+ promotional events and outreach activities, assist in designing information brochures, promotional material, press releases, OUC social

	media etc.).
Start Date	Any time during 2025
Duration	3 - 6 months
Working hours / Weekly hours	7 hours per day / 5 days per week
City	Nicosia
Financial Contribution	None except the Erasmus+ funding students can secure through their Home University
N/A	N/A
Personal Liability Insurance	Not provided

REQUIREMENTS

Students from the department of:	Communication and Digital Media Management Science & Technology Business Administration
Application documents	If you are interested in an Erasmus Work Placement in our Company please send your CV and Motivation letter (max. 300 words) to erasmus@ouc.ac.cy
Oral and written language skills	Greek (level: C2) English (level: B2)
Computer skills	Excellent use
Drivers license	Not necessary
Application deadline	15/01/2025

SELECTION PROCEDURE

Video-call Interview	After reception of applications, candidates will be contacted for a video call interview.
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