



Erasmus+



## Placement Offer Form

CMEPIUS, Ob železnici 30 a, 1000 Ljubljana, Slovenia

E mail: [erasmusplus-ka1@cmeplus.si](mailto:erasmusplus-ka1@cmeplus.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 35+386 2 228 35 35
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 educational

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

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

<b>PLACEMENT INFORMATION</b>	
<b>Department / Function</b>	<b>IT Department intern</b>
<b>Description of activities</b>	<b>We are looking for highly motivated individual to join our dynamic team who would be responsible for: - running day-to-day IT operational activities - managing our CRM database - managing our website through user-friendly CMS interface (including design) - managing our e-newsletter service (including design) - managing our study platform - Moodle</b>
<b>Duration</b>	<b>6 months</b>
<b>Working hours / Weekly hours</b>	<b>4 per day; 20 per week</b>
<b>City</b>	<b>Maribor</b>
<b>Help with finding Accommodation</b>	<b>Yes</b>
<b>Financial Contribution</b>	<b>No</b>
<b>Other</b>	<b>minimum 6 months up to 12 months. Minimum 20 hours per week. If more, competitive salary will be offered as financial contribution / compensation.</b>

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

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

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

French				
Italian				
Spanish				
Other	3	3	3	

ICT REQUIREMENTS	
requirement	Expertise level <sup>2</sup>
HTML	Proficient level
CSS	Proficient level
C++	Proficient level
Local networks	Proficient level
MySQL	Intermediate level
E-newsletter	Proficient level
CMS	Proficient level

OTHER REQUIREMENTS	
Driver's license	N/A
Other	

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<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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