



Education and Culture DG

Lifelong Learning Programme



ERASMUS STUDENT PLACEMENT OFFER

Please fill in all fields in English.

EMPLOYER INFORMATION	
	BA BANKU AUGSTSKOLA, SCHOOL OF BUSINESS AND FINANCE International Study Department
ADDRESS	K. Valdemara iela 161
POSTAL CODE	LV – 1013
CITY	Rīga
COUNTRY	LATVIA
TELEPHONE	+371 67709278
E-MAIL	international@ba.lv
WEBSITE	www.ba.lv
SHORT DESCRIPTION OF ORGANISATION/ ENTERPRISE	BA School of Business and Finance is one of the leading business schools in Latvia. It was founded in 1992 as Banking College under the Bank of Latvia and in 1997 it was accredited as Higher Educational Institution, today known as BA School of Business and Finance offering studies to 1500 students

CONTACT DETAILS	
CONTACT PERSON	Laura Štāle
DEPARTMENT/FUNCTION	Project Manager for International Relations, Erasmus Coordinator
TELEPHONE	+371 67709278
E-MAIL	laura.stale@ba.lv



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PLACEMENT INFORMATION	
DEPARTMENT/FUNCTION	Intern in INTERNATIONAL OFFICE
DESCRIPTION OF ACTIVITIES	The main duties include organization and administration of student exchange issues within Erasmus Programme. As well as assistance in other organizational issues in terms of international cooperation. Organisation of international student project weeks and student conference "EUROWEEK" which will welcome 130 participants to SBF
DURATION	January – May 2012
WORKING HOURS PER WEEK – FULL TIME	40hrs
CITY	Riga
ACCOMODATION	Student Hostel in campus, price per month 75.00 – 150.00 EUR

REQUIREMENTS	
ORAL AND WRITTEN LANGUAGE SKILLS	Proficient English (oral and written)
COMPUTER SKILLS	MS Office,

OTHER	
DOCUMENTS TO BE SUBMITTED	Motivation letter and CV. The candidate shall send their application documents to: laura.stale@ba.lv
APPLICATION DEADLINE	No deadline
OTHER	The candidates can attend Latvian and English courses at SBF.