



EUROPEAN UNION PROGRAMMES AGENCY

Erasmus Sectoral Programme
Continental Business Centre
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HOST ORGANISATION/INSTITUTION	
Name of Organisation/Institution	Institution of Tourism Studies
Address	St. George's Bay, St. Julian's, Malta
Country	Malta
Contact Person/s Position, Name, Telephone, Fax, Email	Ruth Camilleri Student Placement & Exchange Coordinator Tel: +356 2379 3270 Email: ruth.b.camilleri@gov.mt

DETAILS OF STUDENT WORK PLACEMENTS	
Duration – Minimum (in weeks) ¹	12 weeks
Duration – Maximum (in weeks) ²	20 weeks
Department	Internship Office
Contact Person/s Position, Name, Telephone, Fax, Email	Ruth Camilleri Student Placement & Exchange Coordinator Tel: +356 2379 3270 Email: ruth.b.camilleri@gov.mt

AIMS & OBJECTIVES OF WORK PLACEMENT
Offer an opportunity to a student that wants to create/design an electronic filing data system. Get to experience organizing students' placements in the different restaurants and hotels around the world, from the initial stage of application to setting up interviews.

MAIN TASKS TO BE COVERED BY THE TRAINEE
We are looking for a student placement to assist us with building a database of hotels and restaurants, both locally and internationally; re-organise the history of previous international placements; assist with coordination of international internships both in Europe and outside Europe; assist students with general questions with regards to their internship; assist with the application process of international internship; assist with the coordination of hotel executives visits to campus; coordinate the interview process and other tasks as needed by the internship office.

EXPECTED RESULTS
By end of placement, we would need that all data that is available in office will be all digitalized.

COMMUNICATION LANGUAGE FOR THE WORK PLACEMENT	English
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¹ The minimum duration is 12 weeks except in cases where a student has opted for a joint study/placement period of 12 weeks

² The maximum duration is 52 weeks



REQUIRED SKILLS FOR THE PLACEMENT

Communication skills
Computer skills and preference will be given to Access users
Organisation skills
Must have an eye for detail and precision