

PLACEMENT OFFER

| EMPLOYER INFORMATION | |
|---|--|
| Name of Organization | Alberta College |
| Address | 22 Skolas Street |
| Postal Code | LV-1010 |
| City | Riga |
| Country | Latvia |
| Telephone | +371 67 288 824 |
| Fax | - |
| E-mail | info@alberta-koledza.lv |
| Website | www.international.alberta-koledza.lv |
| Size of Enterprise: small (≤ 50), medium (51-250), large (> 250) | Small |
| Year of Foundation | 2001 |
| Short Description of the Company | <p>Alberta College is an educational institution, which administrates the first level of the highest professional educational programmes related to different specialities.</p> <p>Alberta College is one of the most rapidly growing experienced colleges in Latvia. It was founded in 2001, and called after the bishop Albert, who was the founder of the first school in Riga. Alberta College invites not only school graduates, but also those, who had intervals in studies for some reasons, or want to change profile of studies. It is a well-known fact, that people with higher education earn 45% more than without it.</p> |
| Other | - |

| CONTACT PERSON DETAILS | |
|--------------------------------------|--|
| Name | Olga Civzele |
| Department / Function | Erasmus coordinator |
| Direct Telephone Number | - |
| Direct Mobile | +371 29823128 |
| Direct E-mail Address | Olga.Civzele@inbox.lv |
| PLACEMENT INFORMATION | |
| Department / Function | Programmer |
| Description of Activities | Development of College's conferences' website – the basic version of the website has already been created and is being used for conferences' participants' registration. However, it is necessary to improve the website in order to minimize manual work of organizers – preliminary ideas include registration of participants, automated replies and automated file sending, filters, database import/export, files uploading, templates, etc. |
| Duration | 3 months |
| Working hours / Weekly working hours | Working hours from 9 am to 5 pm / 40 hours weekly |
| City | Riga |
| Help with finding accommodation | Yes |
| Financial Contribution | No |
| Other | We have skilled programmers who can give you advices in order to complete the task. |
| REQUIREMENTS | |
| Oral and written language skills | Fluent English (both oral and written) – B2 |
| Field of study | IT, Programming |
| Computer skills | WWW Technologies, Website Development, Databases |
| Other | Previous experience in website development is an advantage. |