

Staff recruitment

Admission officer assignment

Instructions

Imagine it is your first day of work with us. You are given 3000 contact details (name, email, phone, school) of school teachers and leaders who expressed interest in either preparing Erasmus+ applications or enrolling in our off-the-shelf courses or adjusting one of our courses to fit their needs.

Your yearly targets are:

- to sell an amount of €250k of courses to schools already awarded with a grant
- to organise the contracts for €150k we already won from last year's submission
- to facilitate the submission of 50 Erasmus+ applications for courses taking place during next year.

Please, notice each participant might require different course dates and course dates can be confirmed only if the minimum number of participants is reached.

Prepare a 10-minute presentation to explain what you would do in your first 30, 60 and 90 days

You will have 10 minutes at the face-to-face interview to make your presentation, followed by 20 minutes of questions and answers.

Please, bring your own laptop and connect to our projector. If you don't have a laptop, please contact us in advance.

IMPORTANT:

- **Time:** You have strictly 10 minutes to present your assignment at your face-to-face interview.
- **Showcase your skills and experience:** Please, refer to the job description and make sure you give enough evidence of all the job requirements!
- **Focus on our participants:** Our course participants are **teachers** from various primary and secondary schools in Europe: they move physically to Padova (Italy) or Dublin (Italy) for one week in order to attend their Erasmus+ funded teacher training courses. Our courses are conducted in English. They will take place face-to-face and on-site in real classrooms (not online) in Padova or Dublin starting from 2022. Courses usually start on Monday and end on Saturday and are made up by modules delivered separately by 2-3 trainers per course.
- **Be creative!**