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	Alberta College is an educational institution, which administrates the first level of the highest professional educational programmes related to different specialities. 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.
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.