

We are currently looking for an Erasmus+ trainees at International Relations Department, Klaipėdos valstybinė kolegija (LT KLAIPED09), Lithuania. We offer an extremely interesting traineeship where the student will have the opportunity to complete different tasks, implement their ideas, participate in various events, projects, and trips.

Please find more details:

Location: Klaipėda, Lithuania

Period: we are looking for 2 trainees, one in this spring/summer (starting asap); and one in autumn (starting in September)

Duration: 3-12 months

Working hours: 20-30 hours/week

Accommodation: student can stay in KVK dormitory, which price is 90 Eur/month

Description of activities:

Working at the International Relations Department, helping the incoming students and staff when it is necessary, doing the paper work at the office, sending e-mails, organising social activities/events for the incoming students and staff, participating in the orientation programs both for incoming and outgoing students and having an active role in them, accompanying to incoming academic staff for the university/city tour. Working with KVK website and social media. Initiating the new partnerships with other universities. Other daily tasks.

Requirements:

The trainee must have effective communication skills, a good level of English (minimum B2), the ability to use Microsoft office programs, be an outgoing person. Bachelor degree level student in administration, marketing, communication programmes.

Application:

The trainee should send CV and Motivation letter to international@kvk.lt

