



MYKOLAS ROMERIS
UNIVERSITY

TRAINEESHIP OFFER

COMPANY	International Mobility and Students office, International office at Mykolas Romeris University
LOCATION	Ateities st. 20, Vilnius, Lithuania
MAIN AREAS OF ACTIVITY	Administrative tasks, documents and database management, organizing events, information preparation and distribution, international students counseling, supporting activities to the staff members of the International Mobility and Students office
STUDENT PROFILE	<ul style="list-style-type: none">• Recent graduates or students from 3rd study year and higher• Willingness to learn• Multicultural communication skills• Ability to write/prepare texts in the English language
TYPE OF STUDIES	Social Sciences (management, administration, communication) or English Language Philology
LEVEL OF STUDIES	Undergraduate / graduate / recent graduate
LANGUAGE	English B2 (oral and written)
STARTING DATE	flexible
DURATION	2 – 12 months
GRANT	Candidates shall apply for an Erasmus+ traineeship mobility scholarship at their higher education institution
WE OFFER	<ul style="list-style-type: none">• Multicultural environment• Modern University, cozy workplace• Possibility to use University's indoor and outdoor gym• Cheap accommodation, 7-minute walk from the office• Flexible working hours (must arrange in advance)• Free language courses at the University (must arrange in advance)• A mentor from ESN MRU Vilnius section who will help you during your stay in Lithuania
DEADLINE	30 th of November
APPLICATION REQUIREMENTS	CV Motivation letter
CONTACT	Inesa Cvetkova Coordinator of Incoming Students International Mobility and Students office International office acoord@mruni.eu