We are currently looking for an Erasmus+ trainee at International Relations Department, Klaipeda State University of Applied Sciences, 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**: Klaipeda, Lithuania

**Period**: from September, 2022

**Duration**: 4-12 months

**Working hours**: 20 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.

**Application**:

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