
Call for application: Erasmus+ Trainee in RTU International Cooperation Department


Riga Technical University – International Cooperation Department (International Partnership Unit) is searching for an Erasmus+ Mobility and Communication Trainee for a 5 to 6 months traineeship.

Riga Technical University is a modern, prestigious, internationally recognized leading university of science and innovation. RTU educates and trains almost 15 thousand students, making it one of the largest universities in the Baltics and the largest University in Latvia. It uses advanced teaching methods, new technologies and an innovative approach to offer exciting studies in Engineering Sciences, Technologies, Natural and Environmental Sciences as well as in Architecture, Engineering Economics and Technical Translation. The International Partnership Unit is part of the International Cooperation Department and works not only with foreign students coming to RTU, but also with various types of universities and institutions all around the world.

During this traineeship, you will be working in a very dynamic international environment in close coordination with the unit's project managers, providing support mainly on mobility flows. As a trainee, you will also take part in the welcoming of mainly exchange students and provide them support during their semester. The tasks entrusted will also be related to communication with international partners, implementing mobility flows, participating in meetings, bringing new ideas and providing support in coordination. On a daily basis, you may also be asked to help other units in the International Cooperation Department, giving a broader task variety and experience in working with different colleagues and partners of RTU.

The department and unit is also taking part in (international) events and receiving delegations from other countries and foreign universities or other institutions. Your role will be to assist in the organization of potential events and welcoming of international guests, to attend the brainstorming meetings and take part in the activities.

At the same time, the unit is also responsible for the communication and social media activities to a wide audience in English - not only the students and staff of RTU, but also outside partners, future students and anyone interested in the university. Therefore, part of the tasks will also concern communication activities using various media outputs depending on ongoing events in the department, including, taking photos and videos, making posts for social media, gathering information for web page articles etc.



We offer:

Valuable project management and coordinating experience

Contact base from all over the world

Teamwork experience

Skills required:

Very good spoken and written English

Project management/Erasmus+ knowledge

Communication skills and intercultural respect

Microsoft office skills

Autonomy and initiative skills

Creativity is always welcome!

Type of studies:

International Cooperation

Intercultural relations

Business and administration

Social Sciences

Project Management related

Preferred starting date: February 5, 2024. In future - beginning of each semester (or as agreed with the trainee)

Duration: 5-6 months

Commitment: Full-time, 4-5 days per week

Location: Riga, Latvia - RTU main Campus Kipsala (near Riga center)

Compensation: Erasmus+ scholarship provided by the home institution. No financial compensation from the host university (RTU)

Years of Experience required: none

For further information, please, apply for the traineeship or send us your CV/resume via the e-mail address: ilze-ella.negribe@rtu.lv

In your application, please indicate the duration/period of stay you would prefer

Application deadline: January 5, 2024

Link to RTU's webpage: <https://www.rtu.lv/en>

