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## Erasmus+ internship at Vytautas Magnus University International Office

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**Dominykas Graibus** <dominykas.graibus@vdu.lt>

5 ottobre 2016 10:01

Cc: Konstantinas Kuržėvas <konstantinas.kurzevas@vdu.lt>, Zinaida Baltrenienė <zinaida.baltreniene@vdu.lt>

Dear partners,

Please, find attached the call for internship at Vytautas Magnus University International Office. Be so kind and let your students and graduates know about this possibility.

Deadline to apply by sending CV and motivational letter to me (at [dominykas.graibus@vdu.lt](mailto:dominykas.graibus@vdu.lt)) is 2nd of November, 2016. Please inform students to indicate to which position they would like to apply. The internship would start from January, 2017.

If you will have any questions don't hesitate to contact me. Thank you very much in advance.

Have a nice day.

Pagarbiai | Sincerely  
Mr Dominykas Graibus  
Vyresn. specialistas | Senior Specialist

Vytauto Didžiojo universitetas | Vytautas Magnus University  
Tarptautinių ryšių tarnyba | International Office

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 **Administrative Internship.pdf**  
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# INTERNATIONAL OFFICE INVITES!

Vytautas Magnus University International Office cooperates with faculties and departments of the University to provide outgoing and incoming students, academics and administration staff with opportunities to participate in the international mobility schemes. As well as helps incoming international students with pre-arrival matters, provides with additional information about the offered programmes, courses, scholarships, admission, registration, visa application procedure / requirements and assists students after arrival, exchange students are provided with activities and support during the study period.

The Office implements management of exchange and cooperation agreements, outgoing and incoming mobility, funding and scholarships.

VMU International Office invites students to do an internship in  
**MARKETING AND COMMUNICATION** field

## MAIN RESPONSIBILITIES

- Design and edit International Office promotional material (newsletter, Mentors' guide, certifications, leaflets about internships abroad and staff training opportunities)
- Assist in managing VMU International Office social media sites
- Assist in creating content for VMU Ambassadors web-page (interviews, news, updates)
- Assist in organizing various events, contests, meetings
- Create promotional videos about exchange opportunities, Mentors' program, VMU Ambassadors club
- To take pictures for International Office promotional material

## APPLICANT PROFILE

- English proficiency level B2 or higher
- Good knowledge of social media management and Microsoft Office products
- Flexible, creative, pro-active team player
- Attention to details
- Portfolio of basic graphic design, video editing (Photoshop; CorelDraw / AI) would be an advantage
- Experience in Marketing and project management would be an advantage
- Intercultural awareness, preferably firsthand study or internship abroad experience would be an advantage

## ADDITIONAL INFORMATION

- Internship period: 3-12 months, starting from January
- Internship duration: 20 h. – 40 h. per week
- International Office will grant working place, computer, printer
- Offered accommodation at VMU dormitory. Costs covered by the student (around 3EUR/day)



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VMU International Office invites students to do an internship in  
**ADMINISTRATIVE** field

## MAIN RESPONSIBILITIES

- Assist in organizing various events, contests, meetings
- Make translations from English to native language and vice versa
- Answer international student requests via e-mail
- Collect and systemize information related to exchange opportunities from international and Lithuanian university web-sites
- Search for internship placements abroad
- Assist in coordinating VMU Ambassadors club
- Assist in other administrative and office tasks

## APPLICANT PROFILE

- English proficiency level B2 or higher
- Good knowledge of Microsoft Office
- Flexible, creative, pro-active team player
- Attention to details
- Administrative work experience and project management experience would be an advantage
- Intercultural awareness, preferably firsthand study or internship abroad experience would be an advantage

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