



# 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  
**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

## 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)