

ERASMUS + TRAINEESHIP

Internationalisation Services of the University of Lapland




LAPIN YLIOPISTO
UNIVERSITY OF LAPLAND
For the North – For the World

Have you ever wanted to work abroad in an interesting and welcoming environment? If yes, you should consider a Traineeship at the Internationalisation Services at the University of Lapland.

Your tasks

- Administrative assistance for Incoming team
- Front desk service for international students
- Incoming team communication to international applicants and students
- Assistance in nomination and application process using our SoleMOVE system
- Assistance in various international social and academic events
- Daily working hours 7 h 15 min with flexible timing (holiday: 2 days a month & weekends)

Application deadline

 10th of May
for the period of August -
December (4 months)

We will select some candidates for an interview and make decisions within a week from the interviews. You can apply by sending your CV and motivation letter to incoming@ulapland.fi with the title "traineeship application Internationalisation Services". Note that applications from partner universities are prioritized.

We are looking forward to hearing from you! With best wishes from the Incoming team.

What we require

- Fluent communication skills in English
- Friendly and fresh attitude in customer service
- Experience in exchange studies abroad, preferably at the University of Lapland
- Good organisational and time management skills
- Interest in problem solving, intercultural and social skills
- E+ grant or any other financial support from your home university since the traineeship is unpaid

What we offer

- Interesting international work in friendly atmosphere
- Inside view to international mobility International environment to improve your language skills and intercultural competences
- Enhanced understanding of international higher education
- Your own workplace with laptop
- Eligible for reasonably priced accommodation at DAS (student housing)
 - A lot of tea and coffee