



COMPANY	SMK University of Applied Social Sciences, International Relations Office
LOCATION	Kalvarijų st. 137 E, Vilnius, Lithuania
MAIN AREAS OF ACTIVITY	Administrative tasks, documents management, organizing events, information preparation and distribution on social media, international students counseling, supporting activities to the staff members of the International Relations Office
STUDENT PROFILE	<ul style="list-style-type: none"> • Recent graduates or students from 2nd study year and higher • Willingness to learn and flexibility • Multicultural communication skills • Good oral and written English language skills
TYPE OF STUDIES	Social Sciences (management, administration, communication)
LEVEL OF STUDIES	Undergraduate / graduate / recent graduate
LANGUAGE	English B2 (oral and written)
STARTING DATE	flexible
DURATION	2 – 6 months
GRANT	Candidates shall apply for an Erasmus+ traineeship mobility scholarship at their higher education institution
WE OFFER	<ul style="list-style-type: none"> • Multicultural and modern environment • Affordable accommodation at the dormitory • Flexible working hours (must arrange in advance) • Possibility to participate in the trips with international students • Possibility to attend selected courses during the study year
APPLICATION DEADLINE	26 th of August
APPLICATION REQUIREMENTS	CV Motivation letter
CONTACT	Kornelija Gulbinskaite Head of International Study Programmes Institutional Erasmus+ Coordinator SMK University of Applied Social Sciences Vilnius Branch kornelija.gulbinskaite@smk.lt