

# 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 deadlines**

 15th of April for the period of August to December

 31st of October for the period of January to June

We will select some candidates for an interview and make decisions within a week from the interviews. If this sounds interesting to you please apply by sending your CV and motivation letter to [incoming@ulapland.fi](mailto:incoming@ulapland.fi) with the title "traineeship application".

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 you

- 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 and reasonably prized accommodation at DAS
  - A lot of tea and coffee