

# 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**

 22nd of April for the period of August to December and/or August - May

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](mailto: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 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
- Eligible for reasonably priced accommodation at DAS
- A lot of tea and coffee