ERASMUS+ TRAINEESHIP OPPORTUNITY

Duration: 3 months
Commitment: Full-time
Department: Study Abroad, Student Support & Wellbeing

Description
UCL’s Study Abroad Team exists to support and promote study abroad opportunities for UCL undergraduate students. The team provide a number of services for students considering, preparing for, or undertaking, a study abroad placement. We are seeking an Erasmus+ Trainee to join the team over the 2016 summer months. Based in a busy office environment you will work closely with staff and students to support outbound study abroad activities. This will be a varied and interesting position for one successful candidate – assisting with the administrative and customer service requirements of the Study Abroad Team.

Main Duties
The primary focus of the role is assisting the team in the administration of the Erasmus+ programme. This will include:

- Processing documents, checking data and documentation and updating the student database
- Tracking incomplete paperwork and following up missing items
- E-mail correspondence with students
- Liaison with students, departmental staff and partner institutions

You will also have the opportunity to participate in exciting upcoming projects, maintain and develop web content and engage students through social media platforms.

Learning Outcomes
This traineeship will give the successful candidate a chance to:

- Gain experience of working in UK Higher Education
- Learn about international education
- Develop skills such as time management, communication,

Person Specification

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<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<td>• Excellent command of written and spoken English (B2 Common European Framework)</td>
<td>• Experience of working in an administrative role</td>
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<td>• Experience working with Microsoft Outlook, Word and Excel</td>
<td>• Experience of updating/maintaining a database</td>
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<tr>
<td>• Excellent level of accuracy, attention to detail, ability to prioritise and work</td>
<td>• Experience of working with a website on a content management system</td>
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<td>• Knowledge of the Erasmus+ Programme</td>
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This position is full time, Monday – Friday, 9am – 5pm. The traineeship is unpaid.

The desirable duration of the traineeship is 3 months. Ideally, you should be available from June 2016 – August 2016, however these dates are not fixed and we can be flexible for the right candidate.

If you are interested in the role, please send your CV, supporting letter and availability to studyabroad@ucl.ac.uk by Wednesday 21st April. The subject of the email should read ‘Study Abroad – Erasmus+ Traineeship Vacancy.’ Shortlisted candidates will be invited to participate in an informal Skype interview on Monday 25th April.