Erasmus Placement Offer at LUT International Services

Lappeenranta University of Technology (LUT) in Lappeenranta, Finland is an international scientific community which has more than 6500 students and experts, and conducts academic education and scientific research. At LUT, there are two fields of science complementing each other – technology and business.

LUT International Services is responsible for international student exchange and international internships as well as offering support services for international degree students.

We are now offering an interesting and inspiring placement for a student interested in working among and with international students as well as part of the dynamic LUT International Services staff.

Tasks:
- Making surveys on various issues related to internationalization
  - Market reviews on specific countries including reviews on the educational systems
- Maintaining the Customer Relationship Management (CRM) system
- Various kinds of relevant and general administrative & office duties
- Tasks related to arrival & integration of incoming international students
- Writing articles etc.
- Keeping up the LUT activity on the different levels of social media
- Organizing various happenings for students together with International Secretary of LUT Student Union
- Co-operational tasks with the LUT Student Union and ESN Lappeenranta
- Possible assisting administrative tasks for other cooperating LUT units

Starting date: September 1, 2014
Duration: 9 months (September 1, 2014 – May 31, 2015)
The minimum length of the traineeship is 6 months, however 9 months is preferred.
Working hours: 6 hours/day (30 hours/week)
Requirements:
- Fluent English (written & spoken)
- Strong communication skills
- Outgoing & Flexible
- Good command of MS Office (Word, PowerPoint, Excel)
- Experience in using social media on different levels (FB, Twitter, LinkedIn...)
- Interested in working with/among students

Study Field:
- Marketing / International Marketing / International Relations
- Business Administration etc.
- Social Sciences etc.

Matching the requirements listed above is more important than a specific study field.

Remuneration:
- Intern is expected to have Erasmus Scholarship from his/her own university to remunerate the placement
- LUT International Services will refund a round-trip flight ticket
  - Upon receipts to maximum of 700 EUR

Accommodation:
- The Trainee will be able to book accommodation at Lappeenranta Student Housing Office LOAS [www.loas.fi](http://www.loas.fi)
  - A room in a shared student apartment approx. EUR 350/month

How to apply:
- Please send your CV and Cover Letter to Ms Minna Niemi at [Minna.Niemi@lut.fi](mailto:Minna.Niemi@lut.fi) as soon as possible, but by May 15, 2014 at the latest.

Further info:
In case of any further questions, please do not hesitate to get in touch and send your inquiries to Ms Minna Niemi at [Minna.Niemi@lut.fi](mailto:Minna.Niemi@lut.fi).