



**RIGA TECHNICAL
UNIVERSITY
(LATVIA)**

**POSITION AVAILABLE
FOR STUDENT INTERNSHIP OR ERASMUS
STUDENT WORK PLACEMENT WITHIN THE
INTERNATIONAL RELATIONS
DEPARTMENT**

Department	International Relations Department
Position title	Student Intern / Erasmus Student Work Placement
Duration	5 – 12 months (longer duration may be possible on application)
Starting date	January, 2014
Working hours	Monday to Friday, 8.30 – 17.00 with 1 hour lunch break

Student profile – essential knowledge, skills and experience required

Preferably student enrolled on a bachelor or master level degree course

Fluent of English (spoken and written)

Proficient in MO applications: Outlook, Word, Excel, Power Point

Able to be diplomatic in problematic situations

Strong communication skills and intercultural awareness

Ability to research information and produce concise reports on findings

Ability to organize and deliver multiple priorities within tight deadlines

A working knowledge of EU-funded mobility programmes would be useful

Application procedure

For further details regarding the application procedure, please contact the International Relations Department from the University of Craiova (University Main Building, 13 A.I. Cuza Street, 200585 – Craiova, second floor, room 439) or you can send an e-mail to the following address: loredana_mateescu@yahoo.com