



Vidzemes Augstskola

UNIVERSITY OF APPLIED SCIENCES

Vidzeme University of Applied Sciences

offers 1 Erasmus+ summer placement
in Latvia, Valmiera for

RECTOR ASSISTANT PLACEMENT

Requirements:

- Good knowledge of English (Level C1 or higher)
- Previous experience in public administration sector
- Document preparation skills
- Positive attitude
- Creativity and initiative
- Punctuality and responsibility
- Possibility to participate in Skype interview in case of acception
- Internship duration 2 months (April – May or May – June, 2016)

Tasks during Erasmus placement:

- Assisting the rector of Vidzeme University of Applied Sciences
- Managing various sections of University's homepage
- Administrative work at International Office of Vidzeme University of Applied Sciences

We offer:

- International intership provided by Vidzeme University of Applied Sciences
- Possibility to improve your language skills and multicultural communication skills
- Opportunity to visit beautiful Vidzeme Region during the best time of the year
- All travel, accommodation and living costs have to be covered by interns by applying for Erasmus+ grants in their home universities

How to apply:

Send your Motivation letter and CV in English to international@va.lv by **March 15, 2016**.
