

Erasmus+ Student Traineeship

Title: International Office Erasmus Intern

Department: International Office, University of Leicester

Responsible to: Dr Fiona Ashmore, International Officer (Mobility and Exchange)

Hours of work: 35 hours per week (Office hours are Monday-Friday 09:00-17:00)

Salary: Unpaid

Benefits: University accommodation will be provided free of charge, as well as a bus pass for the local area. We will also provide a lunch card at £5 per working day.

Holidays: 2 days per month of work

Dates: Variable – Start July/August 2017 for 9 – 12 months, subject to candidate availability

Main purpose:

This is an opportunity for a motivated European student to gain familiarity in a British working environment and to build on their English language skills in a professional setting. The main purpose is to gain experience of working in the Erasmus+ and Study Abroad Teams at the University of Leicester, specifically focusing on the administration of our Erasmus+ International Credit Mobility partnerships and Staff Exchange projects.

This Traineeship provides a unique opportunity to learn about how Erasmus+ partnerships work in practice, and the benefits, challenges and administrative processes for both outgoing and incoming students and staff. It will also provide opportunities for the trainee to engage with a working International Office in a British higher education setting.

Main duties:

- Supporting the Erasmus+ and Study Abroad Teams on various aspects of the administration of the Erasmus+ programme, principally our International Credit Mobility Partnerships (Erasmus+ partnerships with countries outside of Europe) and Erasmus+ Staff Exchanges
- Processing Erasmus+ paperwork for International Credit Mobility participants and staff exchange participants
- Interacting with international and domestic students and staff on a daily basis by answering emails and phone calls
- Conducting research related to the benefits and challenges of International Credit Mobility Partnerships as well as Erasmus+ Staff Exchanges
- Writing outward-facing reports and guidance to disseminate to students and staff about International Credit Mobility and Staff exchanges at the University of Leicester
- Providing additional support for Study Abroad Advisers during busy periods
- Undertaking other relevant duties as a part of the wider team in the International Office

Qualification, knowledge, experience and skills required:

Essential

- Completed at least two years of university study*
- A working knowledge of the English language (as a second language)*
- Flexibility to perform a range of tasks, including basic administrative work
- Good written* and spoken communication skills, and the ability to communicate effectively with people whose first language is not English
- Computer-literate: competent in the use of Excel, Word, online databases and electronic communications
- Good interpersonal skills.
- Cultural awareness and sensitivity to deal with international students and staff.

Desirable

- Knowledge of a third European language

(*Criteria to be used to shortlist candidates for interview)

The University

The University of Leicester is a leading UK University committed to international excellence through the creation of world changing research and high quality, inspirational teaching. Leicester is consistently one of the most socially inclusive of the UK's leading universities with a long-standing commitment to providing fairer and equal access to higher education.

Our Standing

- 28th in the Times/Sunday Times Good University Guide
- 24th in the Complete University Guide
- 32nd in the Guardian University Guide
- Leicester was named runner-up University of the Year in the Times/Sunday Times University Guide 2014.
- Leicester is ranked in the top 50 of the world's most international universities by Times Higher Education (THE), achieving 44th position in THE's prestigious Top 100 List.

The International Office

The International Office leads and co-ordinates activity to ensure the University reaches its international student targets in the short-term and develops longer-term sustainable approaches to recruitment through diversification of markets and recruitment channels. It achieves this whilst seeking to improve the academic quality of the intake. Its work enhances the profile of the University internationally through relationships and partnerships. It works with other parts of the University to ensure the international student experience remains positive and continues to improve.

More information:

Ms Nalina Pattni, Study Abroad Adviser

+44 116 252 5142

erasmus@le.ac.uk

How to apply: Please fill out the attached application form and return to the above email address. Due to the vast difference in CV standards across Europe, we will only accept applications using our form to ensure fair comparison between candidates.

Closing date for applications: June 11 2017, midnight Greenwich Mean Time.
Interviews will take place via Skype or, if needs be, phone.