



ERASMUS+ TRAINEESHIP FORM

Profile of the Host Department /Service at CUT:

Europe Direct Information Centre (EDIC) Limassol provides information for citizens and organized groups in the Limassol district regarding the European Union and has a direct and fast connection with the European Union.

The EDIC center is a part of a pan-European network and is under the auspices by the European commission's representation in Cyprus and the Cyprus University of Technology.

The mission for the EDIC Limassol includes the following services:

- Daily informing EU citizens at local and regional level about the EU,
- Promoting participatory citizenship through various communications tools such as Europe Direct's webpage and social media,
- Regularly preparing communication toolkits (presentations) and mainly inform high school students in order to improve awareness about their rights and job opportunities deriving from their participation in the EU,
- Writing and providing local and national newspapers with articles which focus on the European issues such as grants, job and training opportunities and legislation,
- Designing and creating electronically and printed Newsletters,
- Weekly collaborating with local and national Radio and TV Media (preparing radio and TV inserts),
- Organizing lectures and events for both specific and broad audiences such as young unemployed people, youth, students and SMEs. All services mentioned above are free of charge.

Background

The Europe Direct Information Centre Limassol (EDIC Limassol) was created on the initiative of the Technical University of Cyprus, which also is the host structure for the period 2013-2017. The initiative from the university was supported from the municipalities of Limassol, Agios Athanasios, Germasogeias, Ypsonas, Kato Polemidia, Yeroskipou, Derynias and Famagusta. It was also supported by the community Palodia and the Limassol Development Company.

Main Responsibilities

Please provide a short Description of the main responsibilities of the trainee:

- Contributing and updating the EDIC's Monthly reports on the ED-network (in English),
- Preparing and participating at the EDIC's events and seminars,
- Gathering information and news for the EDIC's website, social media, newspapers and radio and TV media,
- Assisting the Officers in writing press-releases, editing content and developing well designed output.

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship	
Please provide a short Description:	
<p>This is a unique opportunity for the trainee to gain insight and knowledge on current affairs concerning the European Union and to get acquainted with various international programs. The trainee by the end of the traineeship period is expected to have basic skills in finding news and preparing texts for newsletters and newspapers as well as administrating websites and social media. What is more, gaining some real world corporate experience of how the subject-specified knowledge applies in a practical business environment is invaluable. These experiences will aid the trainee's ability to understand, problem solve and work independently or in team and communicate with different individuals from different backgrounds.</p>	
Responsible Contact Person/Mentor throughout the Traineeship Period:	
Please provide the name and email address of the responsible contact person mentor/ throughout the traineeship period:	
<p>1) Name: Georgios Nikola / Email: Georgios.nikola@cut.ac.cy 2) Name: Eliana Iliofotou / Email: eliana.iliofotou@cut.ac.cy</p>	
Working Hours	
38 hours/week- 5 days a week	
Provisional Start date and End date (dates are subject to approval by the Sending Institution)	
Start Date: 3/10/2016	End Date: 23/12/2016
Required Qualifications	
Desired Level of Studies <i>(Please choose-multiple choices are possible)</i>	
<input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Post-graduate <input type="checkbox"/> Doctoral <input checked="" type="checkbox"/> Recent Graduate <input type="checkbox"/> No preference	
Linguistic Skills <i>(Please refer to the desired linguistic skills, e.g. Fluency in English both oral and written and/or other languages)</i>	
<ul style="list-style-type: none"> - Fluency in Greek both oral and written - Fluency in English both oral and written 	
Academic and Other Qualifications <i>(Please refer to the desired academic qualifications)</i>	
<ul style="list-style-type: none"> • Educated to at least undergraduate/postgraduate level in European Studies, Political Science, International Relations, Communication Studies, • Proficiency in Computer Skills and use of Social medial, • Time management: by successfully juggling deadlines and the demands of the tasks, • Strong attention to detail, • Ability to meet deadlines, • Prioritization Skills, • Excellent written and verbal communications skills, • Ability to adopt to a multicultural /multinational environment, • High level of organizational, analytical and problem-solving skills. 	

Application Procedure and Deadline

If all of the above sounds exactly like you then send us your CV and a brief cover note explaining:

1. Why you would like to have an Erasmus+ traineeship period at CUT.
2. Why you feel you would be ideal for the role.

Email us at incoming@cut.ac.cy with Subject Title: ERASMUS+ traineeship@CUT

Deadline: (to be filled by the Erasmus Office)