



ERASMUS+ TRAINEESHIP FORM

Profile of the Host Department /Service at CUT: IAESTE CYPRUS NATIONAL OFFICE

IAESTE, the International Association for the Exchange of Students for Technical Experience, is an independent, non-profit and non-political student exchange organisation. It provides students in technical degrees (primarily Science, Engineering and the Applied Arts) with paid, course-related, training abroad and employers with highly skilled, highly motivated trainees, for long or short term projects. With over 80 countries involved and exchanging over 4000 traineeships each year worldwide, it is the largest organisation of its kind in the world.

The Association was founded in January 1948 at Imperial College, London, where representatives from ten European countries agreed on the initiative. The geographical coverage soon spread to include exchanges in over 80 countries on all continents, and IAESTE became a registered body according to Luxembourg law in 2005.

IAESTE Cyprus, a non-profit entity, joined the organization in 1980 and is administered by the Cyprus University of Technology. IAESTE Cyprus serves to support the international student mobility agendas with an aim to provide young people with invaluable international work experience and skills development that will help them to shape and grow the global economy. It creates new opportunities for Higher Education Institutions and businesses in Cyprus to develop an international network for exchange and collaboration and ready access to 80 countries worldwide.

Main Responsibilities

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

This role is a unique opportunity for ambitious interns to build their career in International Relations and Student exchanges. Working alongside with a mentor, the intern will hold a pivotal role in the IAESTE Cyprus Program. The intern will liaise with the IAESTE National Offices, Incoming and Outgoing IAESTE trainees, universities in Cyprus, employers, Board members, volunteers and Cyprus University of Technology (CUT) colleagues. Responsibilities may include but are not limited to the following:

- maintain and update the IAESTE Cyprus website www.cut.ac.cy/iaeste;
- assist with the improvement of the online application process, in close collaboration with the CUT IT Department,
- assist with the promotion and outreach events of IAESTE Cyprus (Press Releases; IAESTE Info Days; Event Planning
- assist with planning of the exchanges, summer reception program, and other events, meetings and conferences as needed
- assist with the daily administrative tasks including but not limited to preparing letters, mail, data entry, scanning, filing, phones and responding to inquiries.

- assist with matters related to incoming/outgoing student mobility,
- guide perspective applicants and/or nominees through the application/nomination process,
- keep abreast of new strategies for attracting international mobility,
- organize, recruit and liaise with the IAESTE Cyprus Volunteer Team
- assist with securing grants/sponsorships.

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship

Please provide a short Description:

This traineeship presents an invaluable opportunity to gain insight and knowledge in student mobility and international relations. By the end of the traineeship period, the trainee is expected to have gained fundamental skills needed to manage an international exchange program, gained confidence in liaising and efficiently with collaborators in Cyprus and abroad, and competence in organizing events and outreach activities.

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:

Demi Valtas – iaestecy@gmail.com

IAESTE Cyprus National Office

Cyprus University of Technology

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: Click here to enter text.

End Date: Click here to enter text.

Required Qualifications

Desired Level of Studies (Please choose-multiple choices are possible)

Undergraduate Post-graduate Doctoral Recent Graduate No preference

Linguistic Skills (Please refer to the desired linguistic skills, e.g. Fluency in English both oral and written and/or other languages)

Student must have fluency in both oral and written English.

Academic and Other Qualifications *(Please refer to the desired academic qualifications)*

The trainee should possess:

- Educated to at least an undergraduate level in International Relations (or a field suitable for the outlined responsibilities)
- proficiency in computer skills and use of social media
- strong team work experience including working in a dispersed team
- experience of delivering excellent customer service including excellent communication skills
- ability to adopt to a multicultural/multinational environment
- highly efficient and be able to meet deadlines
- ability to multi-task and change priorities with minimum supervision
- high level of organizational, analytical and problem-solving skills.
- a positive attitude

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)