



ERASMUS+ TRAINEESHIP FORM

Profile of the Host Department /Service at CUT:

CUT Erasmus+ Mobility Office- provides the opportunity for all the academic community (academic and administrative staff, students and alumni) to spend a period abroad for teaching, training, studies or placement, via collaborative Inter-institutional Agreements within and outside E.U At the same time it welcomes members of the academic community of its established networks, to join Cyprus University of Mobility, and experience the hospitality of the vibrant city of Limassol.

Find more about us at: www.cut.ac.cy/erasmus

Main Responsibilities

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

This role is an opportunity for ambitious interns to gain new skills as well as develop their soft skills. Working alongside with the Erasmus Team you will be involved in all kinds of activities related to the procedures concerning digital communication, social media use, marketing tools for further pushing the visibility of the office, and by extension of CUT.

Responsibilities include:

- *assisting in developing and revising the Erasmus webpage, (WordPress) and other information material (both printed and online)*
- *ensuring the information on erasmus website and promotional material is accurate and up to date;*
- *keeping abreast of new strategies for attracting international mobility, via social media and other tools*
- *helping in organizing promotional events and outreach activities;*

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship**Please provide a short Description:**

This is a unique opportunity for the trainee to gain insight and knowledge on current affairs concerning the internationalization process of a newly established University (almost 10years old) through the Erasmus programme. The trainee by the end of the traineeship period, is expected to have basic skills in communication, marketing and social media management. ”

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:****Name:** Stavroula Antoniou <https://www.linkedin.com/in/stavroula-antoniou-b1827770>**E-mail:** erasmus@cut.ac.cy**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:** 4/01/2017**End Date:** 04/08/2016**Required Qualifications****Desired Level of Studies** (Please choose-multiple choices are possible)
 Undergraduate
 Post-graduate
 Doctoral
 Recent Graduate
 No preference
Linguistic Skills**Fluency in English both oral and written****Academic and Other Qualifications** (Please refer to the desired academic qualifications)

- Educated to at least undergraduate level in Communication/Marketing studies or other related area.
- Proficiency in English, in Computer Skills and use of Social media
- Strong attention to detail
- Highly efficient.
- Ability to meet deadlines
- Ability to multitask and change priorities with minimum supervision;
- High level of communication and interpersonal skills and the ability to adopt to a multicultural /multinational

- environment;*
- *High level of organizational, analytical and problem-solving skills.*
- *Marketing 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: open call

