

## Erasmus+ Student Traineeship

**Title:** International Office Erasmus Trainee

**Department:** International Office, University of Leicester

**Responsible to:** Mr Peter Hough, Senior 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:** May through September 2016, 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. During this time you will gain an overall knowledge of the responsibilities in the teams as well as an in-depth knowledge of the Erasmus+ exchange programme.

### Main duties:

- Supporting the Erasmus and Study Abroad Teams on various aspects of the administration of the Erasmus+ programme, including promotion, record-keeping, monitoring and event organising
- Contributing to the development and improvement of the Erasmus programme
- Using and developing day-to-day systems for data storage and reference
- Conducting online research related to European and overseas partner universities and destinations
- Processing Erasmus+ paperwork for University of Leicester students
- Providing additional support for International Officers 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 and electronic communications
- Good interpersonal skills.
- Cultural awareness and sensitivity to deal with international students.

#### 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](mailto: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:** Monday 4 April, midnight Greenwich Mean Time. Interviews will take place via Skype or, if needs be, phone.