



## **KAUNO TECHNOLOGIJOS UNIVERSITETAS KAUNAS UNIVERSITY OF TECHNOLOGY**

### **DESCRIPTION OF INTERNSHIP AT INTERNATIONAL STUDIES OFFICE**

Position: Assistant to Enrolment Manager

#### **GENERAL INFORMATION:**

- Duration: 4 months (June – end of September preferably)
- Commitment: Full-time (working hours are subject to discussion and can be adjusted flexibly)

#### **TASKS:**

- Assisting with motivation interviews, entry tests and the first contact with potential students;
- Review of applications;
- Helping with the admission procedure and registration of new students;
- Helping with daily tasks, administrative work;
- Support during organisation of Welcome Week for new international students.

#### **PERKS:**

- Young and friendly team at International Studies Office;
- Office in the campus of university, next to the city center;
- Possibility to live in university's dormitory (90-140 EUR/month);
- Working hours are flexible and can be adapted according to mutual agreement. Intern can work full-time as well as part-time.
- Period of the internship can be slightly adjusted.

#### **COMPENSATION**

- No financial compensation.