

Institution	Vytautas Magnus University
Department / Unit	Education Academy, Centre for Polish Language and Culture
Activities of the Department / Unit	Vytautas Magnus University Academy of Education trains new generation of teachers, and its Vilnius campus focuses on teacher training in Vilnius region. Currently, the Public Relations Department of the Academy of Education, together with the study program lecturers is running an advertising campaign to attract graduates of Vilnius region schools to pedagogical studies. There are many Polish minority schools in Vilnius region; these students are considered as potential students of Vytautas Magnus University Education Academy in Vilnius. In the period of university application (May-August), it is important to keep in touch with schools and school graduates to provide timely information and coordinate the publicity process.
Address	T. Ševčenkos g. 31 (room 212) Vilnius
Contact Details	e-mail: irena.masoit@vdu.lt
Working Hours	Monday – Thursday 08:00-17:00 Friday 08:00-16.45 Lunch Break 13:00-13.45
Number of Traineeship Places	2

Traineeship description:

Tasks	Required Skills and Knowledge
<ol style="list-style-type: none"> 1. Contribution to the production of promotional materials (updating and editing texts, searching for information). 2. Updating and editing texts for the website, looking for better forms of information provision. 3. Help in organizing events, various Meetings, etc. 4. Regular provision of information by telephone and e-mail, coordination of the publicity process. 	<ul style="list-style-type: none"> - Good verbal and written communication skills in English and Polish - Solid understanding of different social media - Creative approach and initiative - Fast reaction - Efficiency at MS Office <p>Desired but not essential skills:</p> <ul style="list-style-type: none"> - Knowing other foreign languages - Background in graphic design (Photoshop; CorelDraw/Ai) - Experience in the fields of public relations

ADDITIONAL INFORMATION:

Start date: any day

Length of traineeship: 2 months

Hours per week: in the office 25 hours / at home 15 hours

Language Requirements (CERF): English B2, Polish B2

Preferred field of study: Polish Philology / Sciences of Education

Other: work place, computer and printing facilities will be provided; tasks will be assigned according to student's theoretical knowledge and practical skills as well as the length of the internship