

Institution	Vytautas Magnus University
Department / Unit	Centre for Lithuanian Studies and International Programmes
Activities of the Department / Unit	Organization of Lithuanian language courses to foreigners, Lithuanians abroad and Lithuanian diaspora; Lithuanian module for Lithuanian schoolteachers working in Lithuanian schools abroad; administration of Education academy international programmes, exchange activities and projects.
Address	T. Ševčenkos g. 31 – 301, LT-03111 Vilnius, Lithuania
Contact Details	sigita.remeikiene@vdu.lt
Working Hours	Monday – Thursday 08:00-17:00 Friday 08:00-15.45 Lunch Break 12:00-12.45
Number of Traineeship Places	2 (1 for the period May-June, 1 for the period July-August)

Traineeship description:

Tasks	Required Skills and Knowledge
1. Contribution to the organization of Lithuanian language intensive courses organized for war refugees from Ukraine; 2. Contribution to the organization of Lithuanian language intensive summer course; 3. Contribution to management of exchange students; 4. Contribution to management of incoming Erasmus staff.	<ul style="list-style-type: none"> - Intermediate verbal and written communication skills in English; - Excellent knowledge of Ukrainian; - Attention to details; - Creative approach and initiative; - Fast reaction; - Efficiency at MS Office. <p><i>Desired but not essential skills:</i></p> <ul style="list-style-type: none"> - Knowledge of other foreign languages - Experience in project management - Studies/ Traineeships abroad
ADDITIONAL INFORMATION:	
Start date: 1 May – 30 June / 1 July – 30 August Length of traineeship: 2 months Hours per week: in the office 10 hours / at home 10 hours Language Requirements (CERF): English B1/B2; Ukrainian C1 / C2 Preferred field of study: n/a (students from various fields of study are welcome) Other: work place, computer and printing facilities will be provided.	