

Institution	Vytautas Magnus University
Department / Unit	Education Academy, Marketing and Communication Department
Activities of the Department / Unit	Education academy is an academic subdivision of the university, delivering pedagogy studies. The subdivision of Marketing and Communication department is responsible for PR and communication activities within the Education Academy.
Address	T. Ševčenkos g. 31 – 206, LT-03111 Vilnius, Lithuania
Contact Details	Nerijus.zeronas@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	1

Traineeship description:

Tasks	Required Skills and Knowledge
1. Contribution to preparation of active public campaigns aimed at promoting the academy study programmes; 2. Contribution to the organization of different academy public events, the dissemination of activities. 3. Contribution to webpage development (creative / attractive writing, etc.)	<ul style="list-style-type: none"> - Basic Lithuanian language skills - Intermediate verbal and written communication skills in English; - Understanding of social media; - Excellent knowledge of Ukrainian; - Attention to details; - Creative approach and initiative; - 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/knowledge in PR

ADDITIONAL INFORMATION:

Start date: ASAP
Length of traineeship: 2 months
Hours per week: in the office 10 hours / at home 10 hours
Language Requirements (CERF): English B1; Ukrainian C1 / C2; Lithuanian A1
Preferred field of study: Marketing, PR (students from other fields with the required experience are also welcome)
Other: workplace, computer and printing facilities will be provided.