Institution	Vytautas Magnus University
Department / Unit	Institute for Study Innovations
Activities of the Department / Unit	VMU Institute for Study Innovations (further ISI) is the department in Education Academy, which provides online teaching and learning support for all university faculties, their teachers and students. ISI is responsible for administering VMU virtual learning platform Moodle, video conferencing tools (Adobe Connect, MsTeams, BigBlueButton) and providing trainings/consultations for university teachers on how to use these (and other) tools in online teaching activities. ISI prepares user manuals for the tools, administers the webpages studyonline.lt and openstudies.lt and cooperates with teachers from different department regarding the necessary to provide information for public.
Address	V.Putvinskio g. 23 (rooms 502-507)
Contact Details	estela.dauksiene@vdu.lt
Working Hours	Monday – Thursday 08:00-17:00 Friday 08:00-16.45 Lunch Break 12:00-12.45
Number of Traineeship Places	1

Traineeship description:

Tasks	Required Skills and Knowledge
1. Counting and preparing reports on the numbers of online/blended / acredited for online/blended courses 2. Updating info on various events and TEL related news on the English version of studyonline.lt/en , as well as openstudies.lt/en; revision of the publicly available materials and links in the indicated pages 3. Helping in ISI trainings and preparation of user manuals in English 4. Preparing feedback questionnaires for online courses/activities	- Good knowledge of English (written and spoken) - Advanced computer skills (administering word office documents, necessary skills to work with excell and word, prefered experience with wordpress and/or Moodle) - Paid attention to details - Eagerness to cooperate and interest in working in team, willingness to learn and help others

ADDITIONAL INFORMATION:
Start date: any time **Length of traineeship:** 2 months **Hours per week: in the office XX hours / at home XX hours** – either 20 in the office/0 at home or 10 in the office/ 10 at home **Language Requirements (CERF):** English, B2 **Preferred field of study:** either IT or education or administration/management or marketing **Other:** working place and computer will be provided, tasks may vary according to the profile of the student, English language is necessary for communication